



The WildCat Way:

The Randolph College Student Handbook

2024-2025

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Introduction and Student Responsibilities

Every Randolph College student is required as a condition of enrollment to comply with the policies and regulations governing student life. The College expects students to be familiar with these policies and regulations. An assertion of ignorance of any of the policies or regulations will not be accepted as an excuse for any violation of them.

A student's relationship with college is defined during the entirety that they are enrolled as a student with the institution. All policies and procedures outlined in this Handbook are applicable from the time of matriculation with the college until a student withdraws, takes a leave of absence, or graduates. The college will investigate and adjudicate any complaints or policy violations that are reported, even when classes are not in session.

Students are also required to comply with additions or modifications to policies and regulations that may be issued by College officials or Student Government during the course of the academic year. Students are responsible for maintaining and updating permanent addresses with the Registrar and checking their Campus Box located in the mailroom for mail and College notifications. Students are expected to maintain and regularly check their IT accounts, including e-mail, the portal, and Moodle.

Periodically, the college will require students to verify the address and phone number on file. Failure to provide or verify an updated address and phone number may result in restriction of the student's access to information technology services and/or restriction of registration and transcript release.

Randolph College Mission Statement

Randolph College prepares students to engage the world critically and creatively, live and work honorably, and experience life abundantly.

Statement of Purpose

Since its founding in 1891 as Randolph-Macon Woman's College, Randolph College has offered students a rigorous education in the liberal arts and sciences. In keeping with the College motto, *vita abundantior*, integrated living and learning provide a foundation for meaningful lives characterized by a lifelong joy in learning.

Randolph College encourages each student to set and meet high personal goals. Campus life is grounded in the Honor System, which fosters individual integrity and mutual trust. As students from diverse backgrounds study and live together, they are expected to respect the rights and dignity of others, to be open to cultural differences, and to exercise personal and social responsibility. They are encouraged to develop confidence and to participate fully in a community in which everyone works together and treats one another as equals.

Through their experiences at Randolph College, students are challenged to think ambitiously and to prepare thoughtfully for their futures in a diverse society and an increasingly complex world that offers them expanding opportunities for leadership, responsibility, and service.

The College Seal

The College uses an official seal only on formal documents, such as diplomas and commencement materials. Use of the seal must be approved by the secretary of the Board of Trustees. The date on the seal refers to the

founding of Randolph-Macon Woman's College in 1891. Use of the seal by any other department is unauthorized.



College Song

To Randolph College or Where the River

Where the river winds through blue mountains,
Where purple vines entwine stately halls,
And roses tumble along sunny walls,
Where voices serenading in the night
Sing of loyalty and love.
There let wisdom rise!
O, there let wisdom rise!

Randolph College in fair Virginia,
Home of true learning, beauty, and art,
We sing thy praises, O *Alma Mater*,
Our voices serenading in the night
Pledge thee loyalty and love.
Here let wisdom rise!
O, here let wisdom rise!

Text by Carol J. Hallstrom '43, music by Henry Hallstrom

The College Mascot



WildCats

Wanda was “born” in the 1980s when Randolph College was named Randolph-Macon Woman’s College. The capital “W” and “C” represented the woman’s college in the name. In 1998, the first “real” mascot was introduced to campus at a basketball game. The mystery Wanda sauntered onto the court to the cheers of fans. The College president at the time, Kathleen Bowman, surprised the crowd when she revealed herself by taking off the mascot head.

Wanda WildCat is now an integral part of Randolph College and often appears at various traditions and events. She is played by students and sometimes staff members.

The College Colors

Yellow, black, and white.

Accreditation

Randolph College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award bachelor’s and master’s degrees. Normal inquiries about the institution, such as admission requirements, financial aid and educational programs, should be addressed directly to Randolph College. You may also contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404.679.4500 for questions about the accreditation of Randolph College.

Notice of Nondiscrimination Statement

Randolph College does not discriminate against students of any race, religion, color, creed, gender, national and ethnic origin, age, marital status, covered veteran status, handicap, sexual orientation, or any other legally protected status in administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other College-administered programs and facilities.

Diversity Statement

Since its founding in 1891, Randolph College challenged conventions and educated women, a sharp departure from common social practice of the time which formally educated men.

Today, we stand at another crossroads of reckoning – race, class, ethnicity, religion, disability, sexuality, and gender are identities that are testing the ethical underpinnings of higher education institutions.

As a liberal arts institution firmly rooted in a tradition of a life more abundant and in the value of education as freedom for all, we are positioned to heed the current call of righting historic silences and the continuous work of equity management in our operations, academic programs, and support services.

We are charged to serve the community around us, enhance the community within our walls, and build a community poised for our future. We are committed to each of our students and the safety within this community. Therefore, we will respect and honor each person while finding opportunities to support, encourage and celebrate.

Our community stands against any form of racism, sexual, gender, age, disability, ethnic or religious discrimination or any act that demeans another.

Response to Written Student Complaints

Randolph College has a comprehensive set of policies, programs, and procedures for responding to student complaints, which are put in writing, and too many less formal expressions of concern as well.

The Dean of Students, or designee, is responsible for responding to student complaints and/or letters of concern from students and parents regarding matters of campus life. These complaints are maintained electronically by the Director of Institutional Research, Planning, and Assessment.

Responses to complaints will be managed in a prompt and efficient manner and in a fashion that will best address the issue presented. In most cases, a response will be provided within seven days from the receipt of the concern.

Student Complaint Form

[Click here to access the student complaint form.](#)

Individual Student Grievances (Academic)

Individual academic grievances will be handled in accordance with the general principles of the AAUP guidelines (AAUP, Policy Documents and Reports, 11th ed. (Washington, D.C., 2015), 429- 30). In those cases in which a student believes that a faculty member has treated them unfairly, the first recourse should always be a conference between the student and the faculty member. If the student is not satisfied with the result of this conference, they must consult, in succession, the chair of the department (or the division head, if the faculty member involved is also the department chair) and then the Provost. This process is designed to allow for every opportunity to resolve the grievance informally.

If a student believes a grievance is still unresolved after meeting with the faculty member, they may appeal to the chair of the department (or to the division head, if the faculty member involved is also the department chair) by providing this individual a written summary of the grievance, the reason(s) it remains unresolved, and any documentation for their case. This individual will meet with the student and attempt to resolve the appeal informally. If this is unsuccessful, this individual will provide the Provost a written account of the substance and result of that meeting, including any conversations or actions involving the faculty member in question.

If a student believes a grievance is still unresolved after meeting with the department chair (or division head, if the faculty member involved is also the department chair), they may appeal to Provost. The Provost will review information about the grievance and meet with the student. The Provost may contact the faculty member or department chair (or division head, if the faculty member is also the department chair), ask for additional information, or take other appropriate actions in a further attempt to resolve the appeal informally. At this stage, based on all the information provided, the Provost may decide to uphold the position of the faculty member or department and advise the student about the merits of the case.

If the student is still not satisfied with the results of these previous conferences, they may choose to appeal to the Academic Personnel Committee (APC). In this case, the Provost will provide the APC a written account of the substance and result of their attempt to resolve the appeal, including reference to any conversations, solicitation of additional information, or actions involved in this attempt. The student will make a written

request for the appeal to the chair of the APC and may provide any additional information believed to bolster their case.

The chair of the sub-committee on student grievances will review the evidence of the complainant, may collect any additional information deemed necessary to understand the appeal, or discuss with the faculty member their response to the student's complaint. The chair of the subcommittee will then present all of the available information to other faculty appointed to the subcommittee; together they will decide whether there are sufficient grounds for calling a full hearing. If they deem that there are not sufficient grounds to carry the appeal further, the subcommittee chair will provide a written account of that decision to the Provost, who will then inform the student. If the subcommittee faculty decide instead that the student appeal has sufficient merit to proceed, or if the student still wishes to continue their appeal, the chair of the APC will then convene the subcommittee on student grievances (three faculty and two student members) for a formal hearing.

At this stage, the subcommittee chair will be responsible for making information relevant to the case available, confidentially, to all members of the subcommittee and for arranging a suitable time and place for the hearing. The subcommittee will first hear the opinions of its student members before its faculty members go into executive session. Upon completion of the hearing, the subcommittee will make a recommendation to the full APC as to how the grievance shall be resolved, making every effort to complete its work within 20 class days after receipt of the request for the formal hearing. After discussion with the APC, the chair shall then relay the committee's recommendation to the Provost, making every effort to do so within five class days after completion of the recommendation. The Provost will provide a copy of the recommendation to the instructor and, if a change in a grade or policy has been recommended, ask that it be implemented. If the instructor does not comply, the Provost, on notifying the instructor and the student, may take appropriate action. Only the Provost, upon the written recommendation of the APC, has the authority to change a grade over the objection of the instructor. Written notice of the final disposition of the grievance will be provided by the Provost to the APC, the faculty member, and the student, normally within two weeks of the Provost's receipt of the APC recommendation. [Approved: Faculty, 4/2/02; Trustees, 5/4/02] [Amended: Faculty, 12/13/16; Trustees, 5/5/17]

Individual Student Grievances (Non-Academic)

A student who has a complaint or grievance regarding non-academic elements of their experience, or the conduct of non-academic personnel at the college, may present that complaint in writing to the Dean of Students who will consider the complaint and involve the proper personnel at the College in resolving the matter. Any complaint that may arise against The Dean of Students should be directed to the Director of Human Resources for resolution. If the student's complaint involves an allegation of Sexual Harassment, please see the Sexual Misconduct Policy as described elsewhere in this Handbook.

The Residence Hall Staff may be helpful in resolving minor differences between students that may arise in the residential setting. We encourage students to attempt positive resolution of minor interpersonal matters by communicating clearly and constructively with the other party involved, using the Residence Hall Staff as mediators, as needed.

The Honor History and Student Responsibilities

Randolph College has maintained a strong and vibrant student-run Honor System for over one hundred years

since its founding as Randolph-Macon Woman's College. Randolph College students are honor bound to behave with honesty and integrity at all times, as generations of students have done throughout the history of the College. The Honor System could be considered idealistic in its expectations and demands, yet it has proven practical throughout its existence. The opportunities it provides for personal growth and for developing a broad, internally consistent sense of personal integrity are perhaps the best preparation one receives in college for coping realistically and effectively with a world of rapidly changing ideals and values. The Honor System sets a standard of honesty that is rare and therefore both inspiring and challenging. The challenge that the Honor Pledge presents is well worth the conscientious effort required to maintain it. An atmosphere of freedom and trust is the result, as are un-proctored tests, pledged works, and self-scheduled exams.

The Randolph College Honor System is effective because the College community has believed in it and worked to maintain it in an ever-changing social context. It has been and continues to be at the heart of the College. It is something in which alumnae/i, students, faculty, and administrators feel a great sense of pride and respect. Randolph College is a very special place—special because of the people who comprise the community and the spirit of trust and freedom that unites them. All Randolph College students, in-person and online, live under the Randolph Honor System. [Amended: Faculty, 12/18/2019; Trustees, 02/06/2020]

Living Under the Honor System

A Randolph College student agrees to act with honesty and integrity in all matters, whether academic or personal, from the time they enter the College for orientation. The resulting atmosphere of mutual confidence among students, faculty, and administrators is evident in the feeling that a Randolph College student can be trusted to act with honesty and integrity; to take personal responsibility for their own actions as well as for the actions of another that violate the Honor Pledge or other community standards; to respect the rights of others; and to respect the property of others. In specific terms, a Randolph College student can be trusted

- to take a quiz or an examination without a proctor;
- to complete special “pledged” assignments without assistance;
- to have the privilege of self-scheduled exams;
- to have completed all assignments as reported;
- to use the reserved materials in the Lipscomb Library in accordance with established regulations;
- to respect the property of others at all times and under all circumstances, whether in student rooms or in community areas such as bathrooms, kitchens, lounges, and storage rooms.

Ownership of the Honor System

The Randolph College Honor System is owned by its students who are responsible for abiding by all the tenets of the system during their enrollment at the College. Maintaining and supporting the values of the Honor System are the individual and collective responsibility of all members of the Randolph College community. Upon matriculation into the College, a student accepts responsibility for conducting themselves in accord with the tenets of the Honor System and for requiring other students to do the same.

The Judiciary Committee

The Judiciary Committee is composed of elected student representatives, an appointed Chair and Vice Chair, a faculty member elected by the faculty, and the Provost. The Committee is responsible for assuring that our core community values of honesty, integrity, civility, and respect for persons and property are upheld. The Judiciary Committee represents the ultimate disciplinary authority on campus and as such is responsible for

investigating and adjudicating violations of the Honor Pledge. Students are bound to the guidelines of dual responsibility and confidentiality (both defined below) regarding matters presented for consideration by the Judiciary Committee. The pages that follow describe in detail the role of the individual student in supporting the Honor Pledge and the processes and procedures that are used by the Judiciary Committee to address potential violations.

The Honor System's Jurisdiction On- and Off-Campus

Occasionally honor violations may occur between members of the Randolph College community at off-campus locations. Honor violations that stem from off-campus conduct may, as determined by the Chair of the Judiciary Committee, be adjudicated through our Honor System. It is unusual for the College to adjudicate a case in which the accuser is not a member of the Randolph College community, although it is possible for such a hearing to be held.

Learning about the Honor System: Honor Assemblies and Educational Programs

The Judiciary Committee sponsors educational programs during each academic year, including some that are mandatory for all students. All new students are required to attend an Orientation Honor Assembly during their orientation program. At the Orientation Honor Assembly, the Chair of the Judiciary Committee, the Student Government President, and a Randolph College faculty member speak to students about both the philosophical and the practical aspects of living under the Honor System. At the conclusion of the program, all new students are required to sign the Honor Pledge. The Judiciary Committee also sponsors various educational opportunities about the Honor System each academic year that might include residence hall programs, community-wide assemblies, or dissemination of information door-to-door, via posters around campus, or in the dining hall. In addition, enrolled students are required to attend an Exam Honor Assembly before fall semester exam week. During the Exam Honor Assembly, all students re-affirm their commitment to the Honor System by signing pledge cards, and listen to remarks by the Judiciary Chair and the Exam Scheduling Chair. During the Exam Honor Assembly, students ultimately agree to uphold their responsibility to the System as a means of maintaining their privileges of un-proctored and self-scheduled examinations.

The Policies of the Honor System

The Honor Pledge and the Judiciary Committee

The Judiciary Committee exists to assure that the Honor Pledge is explicitly followed by all Randolph College students. The Committee is empowered to address any potential violation of the Pledge. The Honor Pledge is signed annually by all Randolph College students and appears in all classrooms on campus.

Honor Pledge

I pledge absolute honesty in my academic work and in all personal relationships at Randolph College. I will maintain the integrity of my word, and I will respect the rights of others. Realizing that these standards are an integral part of life at Randolph College, I assume my obligation to uphold this honor pledge. If at any time I fail to live up to my obligation of this pledge, I will report myself to the Chair of the Judiciary Committee. I will also ask others to report themselves for any infraction of this pledge.

What Constitutes a Violation of the Honor Pledge?

Actions that violate the Honor Pledge include but are not limited to lying; cheating; stealing; plagiarism; submitting a particular paper, or similar papers, for credit in more than one course without obtaining prior specific permission from all professors involved; failure to uphold dual responsibility; misuse of library

materials that constitutes obstruction to research, administration, or other College activities; vandalism and other acts that are disrespectful of another's property; interference with the Judiciary process; failure to comply with a Judiciary sanction; and the fourth charge of writing a fraudulent ("bad") check. The spirit of honor on the Randolph College campus lies in the broader challenge of the Honor Pledge: the commitment not only to be honest in all aspects of one's life and to hold others to that standard as well, but also to maintain the integrity of one's word and respect the rights of others.

The Meaning of Dual Responsibility

The responsibility of each student under the Honor Pledge is described by the term dual responsibility. A student's first responsibility is to uphold the Honor Pledge at all times, and if they should fail to do so, to report themselves to the Chair of the Judiciary Committee within 24 hours of violating the Pledge. A student's second responsibility is to address any student who appears to have committed an honor violation. Therefore, each Randolph College student has not one, but two obligations; 1) for conducting themselves honorably, and 2) for addressing any student they suspect of having committed an honor violation and, after such, upon verification of an offense or continued suspicion of one, assuring that potential infractions of the Honor Pledge are brought to the attention of the Chair of the Judiciary Committee. The second of these is discussed in detail below.

Confidentiality

Confidentiality is required throughout the Judiciary process, beginning when a person suspects that a student has violated the Honor Pledge. At Randolph College we are committed to providing an environment in which personal and private information related to students is known only to those who truly need to know that information in order to address a concern or to assist the student in being a successful member of our community. In terms of the Honor System, personal and private information regarding specific students will only be made known to the persons who are directly involved in the investigation of an alleged violation: the accuser, the accused, witnesses, Judiciary Committee members, the Dean of Students, advisors at the hearing for the accused and accuser, and those who are needed to assure follow-through on any potential sanction. All persons who are privy to personal and private information as described above are honor-bound to maintain the absolute confidentiality of any information they may learn based on their involvement with the matter.

Persons to Whom One Can Speak about Honor Matters or Potential Honor Matters

Any person who suspects that an honor violation has occurred is responsible for confronting the suspected student in order to give them a chance to explain their actions. If a member of the Randolph College community who harbors suspicion wishes to consult with someone prior to or after confronting the student, they may speak with the Chair of the Judiciary Committee or the Dean of Students, both of whom are bound by dual responsibility, or they may seek counsel from the College counselors who are not bound by dual responsibility.

How to Address and Report a Potential Violation of the Honor Pledge

Any member of the College community who believes a student may have violated the Honor Pledge is obligated to tell the student that the action in question appears to constitute an infraction of the Honor Pledge and to ask them to explain the action. The accuser must talk with the student they suspect about their suspicions right away, in person, and in private. If the explanation the suspected student offers removes the accuser's suspicion, both parties are responsible for dropping the matter entirely. The matter should not be mentioned again. If the explanation given by the suspected student does not remove the accuser's suspicion, the accuser must require that the student report themselves to the Chair of the Judiciary Committee within 24 hours. The accuser must then contact the Chair after the 24-hour period has passed to make sure that the

accused student has indeed contacted the Chair. If they have not, the accuser is responsible for explaining the situation to the Chair so that the matter can be pursued by the Judiciary Committee. From that point, the matter is in the hands of the Judiciary Committee and the investigation of the matter handled solely by the Chair and the Committee Investigator. A student who reports themselves to the Judiciary Chair upon the request of another is not assumed to be admitting guilt. After a student has reported themselves, the Judiciary Committee Investigator will conduct an investigation to determine if a hearing is warranted or if the matter will be dismissed before a hearing is held.

The Judiciary Process

Reporting Oneself to the Chair of the Judiciary Committee

If a student suspects that they have committed an honor violation, or if they are informed by another member of the community that they suspect the student has committed an honor violation, they have 24 hours to report themselves to the Chair of the Judiciary Committee. Once the accused student has reported themselves to the Chair of the Judiciary Committee, the accused student is required to meet in person with the Chair within two (2) class days, although in some cases the accused student and the Chair will conduct the initial meeting at the time the student reports themselves. The College will make arrangements to ensure that individuals with disabilities are provided appropriate accommodations, to the extent necessary and available, to participate in the steps and procedures outlined in the Judiciary Process. If a student is unsure about their eligibility for accommodations, the student may contact the Coordinator of Access Services for a confidential consultation.

The Initial Meeting with the Chair of the Judiciary Committee

In their initial meeting with the accused student, the Chair of the Judiciary Committee will explain the student's rights and the judiciary process in detail, making certain that the student knows where the information is located in the Student Handbook. The Chair will inform the student of their right to have an advisor from the College community and will give them names of those community members who have served on campus judicial committees in the past, as those persons are particularly knowledgeable about the judiciary process and may be most helpful as advisors to accused students. When considering whom to ask to serve as their advisor, an accused student for whom English is not the native language may wish to consider an advisor who is conversant in both English and the native language of the accused. Current members of the Judiciary Committee and the Judicial Appeals Board may not serve as advisors. If an accused student wishes to enlist the assistance of an advisor for their hearing, they are entitled to share information about the matter with that advisor. The advisor is bound to maintain confidentiality regarding any information that is shared.

The Investigation of a Potential Judiciary Case

The Chair of the Judiciary Committee will appoint a student representative from the Judiciary Committee to serve as the Investigator of the case. The Investigator will talk to all persons having any knowledge of the situation and will gather necessary documentation in order to establish the facts of the case. Investigative efforts on the part of others are a violation of the Judiciary process and are not in keeping with the spirit of the Honor System. All persons interviewed or contacted as a part of the investigation are required to maintain absolute confidentiality about the investigation and may only speak with the Investigator or the Chair of the Judiciary Committee about the matter. After all the evidence is compiled, the Chair and the Investigator will determine whether there is sufficient evidence for the case to be heard by the Judiciary Committee.

If a Judiciary Hearing Is Not Warranted

If the Chair and the Investigator determine that there is insufficient evidence for the case to be heard by the Judiciary Committee, the matter is dropped entirely. The Investigator will inform all parties involved in the investigation that the matter will not be pursued further, and all persons are on their honor not to speak of the matter again.

If a Judiciary Hearing Is Warranted

If it is determined that the case will go to hearing, the Vice Chair and the Investigator will prepare a written case statement, which gives the charge(s) against the student and a summary of the events surrounding the alleged violation(s). The Vice Chair is responsible for scheduling the hearing, normally within 18 class days of the initial meeting between the Chair and the accused student.

At least 72 hours prior to the hearing, the Vice Chair is required to send the accused student and the accuser written notification of the date, time, and place of the hearing, the charge(s), the nature of the evidence, and names of the witnesses who will participate in the hearing. The accused student must provide a list to the Chair of the names of witnesses and character witnesses, and indicate any evidence that they wish to have submitted as a part of the hearing at least 48 hours prior to the hearing. The Vice Chair will notify the accused student's witnesses of the date, time, and place of the hearing. After the determination is made for a hearing, the accused student and the accuser may each choose to invite an advisor from the College community to provide support and advice at the hearing. It is the requesting student's responsibility to notify that advisor of the date, time, and place of the hearing and the charge(s), the nature of the evidence, and the witnesses.

The Composition of the Judiciary Committee

The Judiciary Committee is comprised of the following: the Chair of the Judiciary Committee, Vice Chair, four additional seniors, four juniors, four sophomores, and four first-years, the Provost, and a member of the faculty elected bi-annually by the faculty.

Quorum for a Judiciary Hearing

During the fall and spring semesters, the presence of the following at a Judiciary Committee hearing is required for a quorum: the Chair, or the Vice Chair presiding in their place; four voting student representatives; and either the Provost or the faculty representative. If neither the Provost nor the faculty representative can be present at a hearing, a quorum can be achieved by the presence of the faculty member who most recently served as the faculty representative on the Judicial Appeals Board. A quorum is required for a hearing. The accused student may waive the quorum requirement only in the event that voting membership of the Committee drops below quorum as a result of a member's withdrawal during the hearing.

Cases During Finals Week or College Breaks

For cases arising the last week of classes or during finals week, the Chair has the right to postpone the case until the following semester, except in the case of a graduating senior or a student who is known not to be returning to campus the following semester. Efforts will be made to hear the case with an abbreviated quorum requirement consisting of the Chair of the Judiciary Committee (or the Vice Chair presiding in their absence), two voting student representatives of the Judiciary Committee, and either the Provost or the faculty representative to the Judiciary Committee. If the abbreviated quorum requirement cannot be met, the Chair of the Judiciary Committee, in consultation with the Dean of Students, reserves the right to empanel a committee composed of two faculty members, preferably with Judiciary experience, the Provost, and at least one student with Judiciary experience to hear and decide the matter. The Dean of Students or their designee will serve as the investigator for any end-of-semester case for which a student investigator from the Judiciary Committee cannot be reasonably enlisted. Appeals of any end-of-semester cases will go to the Judiciary Appeals Committee.

Challenges or Voluntary Withdrawals of Members

The accused student has the right to challenge the participation of any member of the Judiciary Committee, but the challenge must be made in writing at least 72 hours prior to the hearing and must establish bias or show other cause. The Chair will decide the merit of a challenge. Should the Chair's participation be challenged, the Dean of Students will determine the merit of the challenge. If the Chair is unable to preside at the hearing due to a challenge or for any other reason, the Vice Chair will preside. Any member of the Committee who feels that they cannot hear the case objectively is responsible for declining to participate in the hearing. In addition, if at any time during a hearing a Committee member feels that they are unable to act objectively in reaching a decision, the Committee member will withdraw from further participation in the hearing. Should this withdrawal result in loss of a quorum, the accused student may waive their right to the required quorum by recording their desire to do so on the audiotape. If the accused student does not choose to waive the quorum requirement, then the hearing will be rescheduled by the Chair of the Judiciary Committee.

The Judiciary Hearing and Process

The hearing will be closed to non-participants. The accused student, the accuser, and the advisor(s) for either party will be present throughout the proceedings, with the following exceptions:

- The Judiciary Committee may choose to call an executive session during the process of a hearing to discuss a procedural matter or to confer about information already presented. If an executive session is called, the room will be cleared of all persons except members of the Judiciary Committee.
- Neither the accuser nor their advisor will be present when the Committee delivers its verdict or sanction(s) to the accused student. The Chair will inform the accuser of the hearing outcome within 24 hours of the conclusion of the hearing.

The hearing will begin with introduction of the Committee members, the Investigator, the accused student, the accuser, and any advisors. The Hearing will proceed as follows:

- The case statement will be distributed to everyone present.
- The Chair will ask for any Committee member who cannot hear the case objectively to withdraw from participation in the hearing.
- The accused student will tell the Committee whether they plead guilty or not guilty to the alleged violation(s).
- The Investigator will present the evidence.
- The accused student will explain in their own words what happened.
- The accuser will explain in their own words what happened.
- The accused student, the accuser, and the Investigator will be questioned by Committee members and by one another.
- The Chair will call the witnesses into the hearing, one at a time, to speak to the Committee in the presence of the accused student, the accuser, the advisors, and the Investigator. A duly notified witness who does not appear at a hearing will be charged with failure to uphold dual responsibility. As soon as a witness has completed their testimony, they will be dismissed from the room and may not hear the testimony of others.
- Each witness will describe their involvement in the situation and then may be questioned by Committee members, the Investigator, the accused student, and the accuser.
- After all witnesses have been heard, the accused student may speak to the Committee again, and

the Committee members may ask additional questions of the accused student, the accuser, and witnesses to the events in question. At this point in the hearing, the accused student will be allowed a total of one (1) character witness to provide oral testimony, and an additional one (1) written statement from a character witness. The accused student, the accuser, the Investigator, and Committee members may question the character witnesses who participate in the hearing.

- Advisors to the accused and the accuser may consult with their advisees as desired during the hearing, but may not ask questions or make statements during the hearing unless specifically requested to do so by the Chair of the Judiciary Committee.
- The accused student will have an opportunity to make a final statement to the Committee.
- After their final statement, the accused student, the accuser, the advisors, the witnesses and the Investigator will leave the hearing while the Committee deliberates.

The Committee may recall the accused student, the accuser, or any witness. The accused student, the accuser, the advisors, and the Investigator will all be present if any person is recalled. After all testimony has been completed, the Judiciary Committee will meet in executive session to discuss the facts of the case and will review all testimony and evidence. The Committee will then vote to determine whether the student is guilty or not guilty. Each Committee member, except the Chair, Vice Chair and the Investigator on the case, has one vote, with Committee members voting in the following order: first year representatives, sophomore representatives, junior representatives, senior representatives, faculty representatives. A finding of guilty requires a majority vote of all members present and voting. The standard applied in determining guilt is the preponderance of the evidence. In the event of a tie, the student is found not guilty.

If the verdict is guilty, the Committee reviews Judiciary records of previous honor violations by the student. The Committee considers past violations and the entire proceedings of the current case in selecting an appropriate sanction. A simple majority of those members present and voting is required for a sanction to be imposed.

- When the Committee has reached a decision, the accused student, their advisor and the Investigator will be recalled to the hearing. The Chair will read the Committee's decision and, in the case of a decision of guilt, the sanction(s) that will be imposed.
- The Chair or Vice Chair is responsible for delivering to the student within 24 hours of the conclusion of the hearing written notification of the Committee's decision, any sanction(s) imposed, and the appeals procedure.

Judiciary Committee Records

All materials, excepting confidentiality statements, pertaining to the following types of Judiciary cases are destroyed as soon as the decision not to have a hearing is made or as soon as there is a finding of not guilty:

- an alleged violation that was reported or investigated but never the subject of a Judiciary Committee hearing;
- a case in which the Judiciary Committee found the accused student not guilty;
- a case in which the Judicial Appeals Board reverses the verdict of the Judiciary Committee and finds the accused student not guilty.

For any case in which the accused student is found guilty and the verdict is not later reversed on appeal, the following materials are maintained permanently in the Office of the Provost: a copy of the Judiciary Committee Chair's letter notifying the student of the verdict and the sanctions imposed; the case statement; the Investigator's report; any physical evidence presented at the hearing; and the audio-tape of the hearing.

These materials are not maintained in the student's personal files but in a separate records system. Access to these materials is limited to the following persons: the student; the Chair of the Judiciary Committee; the Vice Chair of the Judiciary Committee; the Provost; the Dean of Students; those authorized by the Provost or the Dean of Students; and the President of the College. Access to this record by any other individual may only be granted by written permission of the student.

The suspension or expulsion of a student by the Judiciary Committee is recorded in the student's permanent record but not on the transcript.

The hearing, with the exception of executive sessions and final deliberations, will be audio taped to make possible the accurate review of testimony during final deliberations and by the Judicial Appeals Board in case of an appeal. A student found guilty by the Committee has the right to have proctored access to an unedited copy of the recording in order to plan an appeal. The recording of the hearing is the property of the Judiciary Committee and may not be reproduced or distributed in any way.

Responsibilities and Rights of Those Involved in the Judiciary Process

The Accused Student

Responsibilities

- To report themselves to the Chair of the Judiciary Committee within 24 hours of violating the Honor Pledge or of being asked to report to the Chair by another member of the community. To report oneself to the Judiciary Chair upon the request of another is not an admission of guilt; rather, it is an obligation of dual responsibility.
- To meet in person with the Chair for the initial meeting within two (2) class days after the date on which they reported themselves to the Chair.
- To provide a truthful explanation upon being questioned, or to remain silent as is their right.
- To be certain that they understand their rights and responsibilities as outlined in this Student Handbook and as explained by the Chair.
- To check daily their campus post office box and email for messages from the Chair or the Investigator and to respond in a timely manner.
- To maintain confidentiality among members of the Randolph community about the alleged violation, the investigation, and the hearing in order to maintain the integrity of the Judiciary process.

Rights

- To be informed of their rights in the Judiciary process. Those rights are identified in this Student Handbook and will be explained to the accused student by the Chair of the Judiciary Committee.
- To be subject to investigation for a possible violation occurring during the preceding 12 months only.
- To have a fair hearing by the Judiciary Committee. Accused individuals will be judged solely on the evidence presented at the hearing.
- To be presumed innocent unless guilt is established by the admission of the accused or until the Judiciary Committee delivers a verdict of guilty.
- To have the existence and the details of an honor case and its proceedings kept confidential.
- To have a prompt hearing. Except in extenuating circumstances (to be verified by the Dean of Students), hearings will normally be scheduled within 18 class days following the initial meeting of the Chair and the accused student. See page 12 for special circumstances during finals week or during College breaks.

- To select and bring a member of the Randolph College community to the hearing as an advisor. Current members of the Judiciary Committee and the Judicial Appeals Board may not serve as advisors. The advisor to an accused student may not participate in the hearing except to consult privately with the accused student as desired. The advisor may be present to hear testimony at any time the accused is present in the Judiciary hearing.
- To have an adequate amount of time in which to prepare for a hearing. Unless they waive this right, an accused student will have a minimum of 72 hours prior to the hearing from the time the Chair informs them of the charges, the nature of the evidence, and witnesses against them.
- To have access to written evidence at least 72 hours prior to the hearing.
- To challenge, prior to the hearing and with cause, the participation of any member of the Judiciary Committee in the hearing of their case. Such a request for the removal of a Committee member must be made in writing, must establish bias or show other just cause, and must be submitted to the Chair at least 72 hours prior to the hearing.
- Not to appear at their own hearing. The hearing will be held as scheduled and proceed as usual. (The Judiciary Committee strongly suggests that it is virtually always in an accused student's interest to appear at their hearing.)
- To be present throughout the presentation of the case statement and all evidence and the testimony of all witnesses.
- To speak in their own defense.
- To have the Committee hear testimony from other persons of their choice with information relevant to the case.
- To bring no more than one (1) character witness to provide an oral statement to the hearing, and no more than one (1) additional written character witness statement to be read by the committee.
- To remain silent. This will not be construed by the Committee to be an implicit admission of guilt.
- Not to be harassed by any member of the Committee during the investigation or the hearing in an attempt to coerce an admission of guilt or information about the conduct of others.
- To confront adverse witnesses and hear and question and rebut the adverse testimony and any unfavorable inferences that may be drawn from such testimony during the hearing. The accused student should not discuss the case with any witnesses prior to the hearing except in the presence of the Chair of the Judiciary Committee.
- To be notified in writing within 24 hours of the hearing's conclusion as to the Committee's decision, any sanction(s) imposed, and the appeals process.
- To appeal to the Judicial Appeals Board on the grounds of:
 - new evidence unavailable at the time of the hearing;
 - material error in procedure by the Judiciary Committee;
 - suspension or expulsion as a sanction from the Judiciary Committee;

Except by the special permission of the Judicial Appeals Board, all appeals must be filed with the President of the College within six (6) class days (inclusive of the examination period) following the decision of the Judiciary Committee.

The Accuser

Responsibilities

- To confront the person they suspects has committed an honor violation, in person, in private, and as soon as possible. If and only if the accuser has made determined but unsuccessful efforts to

talk to the student in person may the accuser present their suspicions to the student in writing or by telephone.

- To drop the matter entirely if the student's explanation removes the accuser's suspicion.
- If the student's explanation does not remove the accuser's suspicion, to direct the student to contact the Chair of the Judiciary Committee about the suspected violation within 24 hours.
- To check with the Chair following the 24-hour period to confirm that the person has contacted the Chair as requested.
- To maintain confidentiality.
- To cooperate fully with the Chair and the Investigator appointed by the Chair.
- To participate in the hearing and explain to the Judiciary Committee why they suspect the accused student of violating the Honor Pledge. The participation of the accuser in the hearing is required. If the accuser cannot attend the hearing because they are not residing within a reasonable drive of Lynchburg at the time of the hearing, the accuser may participate in the hearing by way of a telephone conference call.

Rights

- To know the outcome of the Judiciary Committee hearing. Before being told the outcome, the accuser must sign an official acknowledgment that the information is confidential and that a breach of confidentiality is an honor violation.
- To be accompanied during the hearing by an advisor of their choice from the Randolph College community. Current members of the Judiciary Committee and the Judicial Appeals Board may not serve as advisors. The advisor to the accuser may not participate in the hearing except to consult privately with the accuser as desired. The advisor may be present to hear testimony at any time the accuser is present in the Judiciary Hearing.
- To be free from harassment or intimidation by any participant in the hearing process or as a result of testifying in the matter.

The Judicial Appeals Board

Jurisdiction

Cases appealed from the Judiciary Committee shall be the jurisdiction of the Judicial Appeals Board.

Membership

- The President of the College or designee who shall serve as chair.
- A member from the Faculty to be appointed biannually by the Faculty.
- The President of Student Government.
- The Chair of the Judiciary Committee as a source of documentation regarding the Judiciary Committee hearing. The Chair of the Judiciary Committee has no vote on the board.

Powers

Same as Judiciary Committee. See Article IX, Section 4, D. of the Student Government Constitution.

Procedure

- Except by special permission of the Appeals Board, all appeals must be filed with the President of the College within six (6) class days (inclusive of the examination period) following the verdict of the Judiciary Committee.
- An appeal may be requested on the following grounds:

- New evidence, new witness, or new testimony that might cause an appeal board to change the verdict;
- Error in procedure that affected the verdict of the Judiciary Committee;
- Suspension or expulsion as a sanction from the Judiciary Committee.
- The basis for one's request for an appeal must be submitted as part of the written appeal. The President shall determine whether the reason given for the appeal meets any of the criteria listed above. The Judicial Appeals Board will conduct a hearing only if the President determines that the student's reason for filing the appeal fulfills at least one of the criteria above.
- The Appeals Board shall guarantee the student the right to speak in their own defense and to have the Board talk to additional persons for testimony or character reference. In addition, the student may request the right to confront adverse witnesses.
- The student shall be permitted to bring an advisor from the College community to all proceedings to advise and counsel with the student but not to participate in proceedings. The student may request that the Chair of the Judiciary Committee review with the student's advisor the evidence and testimony from the Committee hearing. The student shall have the right to be present at this review.
- Any member of the Board will abstain from voting if they feels by previous involvement unable to act objectively in reaching a decision.
- The Board may confirm or reverse the decision of the Judiciary Committee and may decrease, increase, or reaffirm the severity of the penalty.
- A decision of the Judicial Appeals Board shall require a majority vote and is final.
- The President of the College shall provide the student with a written statement of the disposition of the appeal.
- The Chair of the Judiciary Committee shall prepare written record of each appeal hearing, which shall be kept on file.

The Investigator

Responsibilities

- To meet privately and document their meetings with the accused student. They will gather information from the accused student regarding potential witnesses and extenuating circumstances.
- To meet privately with the accuser and with any witnesses to the matter in question.
- To develop a comprehensive report of their findings in the matter that they will subsequently share with the Chair of the Judiciary Committee. Their report should provide facts and statements of steps taken in the investigation. The report must include all pertinent evidence and facts that are to be presented during a potential hearing.
- To meet privately with the Chair of the Judiciary Committee to share their investigator's report and determine whether, based on the facts available, a hearing in the matter is warranted. If the Chair and the Investigator determine that a hearing is warranted, the Chair will begin the process of scheduling the hearing.
- To share their report with the Judiciary Committee, the accuser, and the accused student at the Judiciary hearing of the matter. The Investigator's testimony at the hearing will include only points of clarification regarding the investigation and must not indicate any bias for or against any person.
- To inquire about any favorable witnesses and/or evidence the accused student might be able to provide.

Rights

- To be free from harassment or intimidation by any participant in the hearing process or as a result of their report or testimony in the matter.

Witnesses

Responsibilities

- To appear at any Judiciary Hearing at which their testimony is requested.
- To provide true and complete information about what they know about the matter in question.
- To maintain absolute confidentiality regarding anything they learn before, during, or after the hearing.
- To cooperate fully with the Chair and the Investigator.

Rights

- To ask appropriate and pertinent questions of any member of the Judiciary Committee, the accuser, or the accused.
- To be free from harassment or intimidation by any participant in the hearing process or as a result of testifying in the matter.

The Vice Chair of the Judiciary Committee

Responsibilities

- To maintain confidentiality about matters brought to their attention.
- To summon witnesses to appear at the hearing of the Judiciary Committee and to advise them of Judiciary procedure.
- To instruct character references about their roles and responsibilities in the hearing process and to notify those individuals of the date, time, and place of the hearing.
- To write an objective case statement summarizing the charge(s) against the accused student.
- To have the accuser sign a Statement of Confidentiality prior to notifying them of the results of the hearing.
- Within 24 hours of the conclusion of the hearing to provide the accused student with written notification of the Committee's decision, any sanction(s) imposed, and the appeals process.
- To inform the accuser of the outcome of the hearing within 24 hours after the conclusion of the hearing.
- To follow up on sanctions, send reminders, keep records, and contact necessary departments to ensure sanction completion.
- To meet with violators who have not fulfilled sanctions.
- To manage exam violations and ensure all students who are required to volunteer do so.
- To submit a bi-weekly written report to the Chair on the status of sanction completion.

Rights

- To be free from harassment or intimidation by any participant in the hearing process or as a result of their report or testimony in the matter.

The Chair of the Judiciary Committee

Responsibilities

- To maintain confidentiality about matters brought to their attention.

- To confirm that the alleged offense has taken place within the previous 12 months.
- To instruct the accuser(s) to discuss the matter with the suspected student. The Chair and the accuser should not discuss the matter in detail until after the accuser has discussed their concerns with the accused student.
- To inform the accuser of their rights and discuss their obligations of dual responsibility and confidentiality.
- To contact the accused student after the accuser's 24-hour notice has expired if the accused has not yet reported themselves to the Chair.
- To conduct initial interviews with the accused student and to appoint a student representative on the Judiciary Committee as Investigator. During the initial meeting with the accused student, the Chair will instruct the accused student of their Judiciary rights through discussion of the relevant sections of this Student Handbook. Among the rights to be discussed are 1) the right to be accompanied during the hearing by an advisor of their choice from the Randolph College community, and 2) the right to present no more than one (1) character witness to provide an oral statement, and one (1) written character witness statement at the hearing. This meeting can be conducted via phone or letter if the accused student chooses not to meet in person with the Chair.
- To present a list of Judiciary Committee members to the accused student so that they may exercise their right to challenge Committee members.
- To appoint a student representative on the Judiciary Committee to investigate the case. Investigation consists of questioning the people involved and gathering all available information and evidence.
- To determine, at the conclusion of the investigation, in conjunction with the Investigator, whether there is sufficient evidence to warrant a Judiciary hearing.
- To inform the accused student of the following in writing at least 72 hours prior to the hearing, unless the accused waives that right: the charge(s) against them; the date, time, and place of the hearing; the witnesses; and the nature of the evidence against them.
- To provide the accused student access to all physical evidence at least 72 hours prior to the hearing.
- To conduct the hearing according to procedures outlined above.
- After a decision of guilt and prior to deliberation on sanctions, to inform the Committee of any previous honor violation(s) and the Committee's action in each instance.
- When the Committee has concluded its deliberations, to recall the accused student to the hearing and to inform them of the Committee's decision and any sanction(s) imposed. In the case of suspension or expulsion from the College, the Chair will advise the student that the Dean of Students will be notified of the decision immediately, and that the student should seek the advice of the Dean of Students in preparing a potential appeal.
- To have the accuser sign a Statement of Confidentiality prior to notifying them of the results of the hearing.
- To provide all required information and to serve as a witness in the case of an appeal.
- To give written notice to the Dean of Students and the Associate Provost in the event that a student is suspended or expelled. In the case of suspension, the notice shall specify the duration of the suspension, the start and end dates for the suspension, and all conditions with which the student must comply before being reinstated. (If the sanction is reversed to a sanction other than suspension or expulsion on appeal, no notification shall be made.)

Rights

- To proceed with the Judiciary process without the participation of an accused student who fails to respond to inquiries of the Chair and/or the Investigator.
- To summon the accused student, the accuser(s), and all necessary witnesses from within the College community and to request witnesses from outside the College community as appropriate.
- To be free from harassment or intimidation by any participant in the investigation or hearing process or as a result of participation in the resolution of the matter.

The Judiciary Committee

Responsibilities

- To provide a fair hearing for each accused student.
- To make a fair and rational decision of guilt or innocence based on the evidence provided by the Investigator, the testimony of witnesses, and the statements of the accuser and accused.
- To maintain confidentiality about charges, evidence, hearings, and outcomes.
- To sponsor programs and publications to educate the College community about all aspects of the Honor System and its role in the life of the College.
- To clarify and amend policies and procedures so that the Judiciary process reflects and upholds the philosophy of the Honor Pledge. The Student Senate, the Faculty, and the Board of Trustees must approve substantive changes in policy or procedure.
- To report to the College community in two ways: a semester report to the faculty by the Committee's faculty representative that summarizes the number of cases and the charge, decision and, in the case of a guilty verdict, the sanction(s) of each case; a report made to the Sundial at the end of each semester summarizing the number of cases and the charge, decision and, in the case of a guilty verdict, the sanction(s) of each case.

Rights

- To hold a scheduled hearing in the absence of an accused student who has been properly notified.
- To impose appropriate penalties on a student. Potential penalties include but are not limited to a reprimand; counseling with a member of the College community; requirement of an assignment appropriate to the nature of the violation; removal of the privilege of self-scheduled examinations; suspension (temporary removal of student status); and expulsion (permanent removal of student status).
- To be free from harassment or intimidation by any participant in the investigation or hearing process or as a result of participation in the resolution of the matter.

The Honor System Standards and Definitions

Plagiarism

The following statement describes what constitutes plagiarism and how to avoid it. The statement represents the position of the College and the Judiciary Committee. All students will be held accountable for the information contained herein, and any violation of the principles set forth will be handled by the Judiciary Committee as a violation of the Honor Pledge and may result in suspension or expulsion.

Definition of Plagiarism

Plagiarism is using the words or ideas of another person without properly acknowledging their source. When a student presents work for academic credit, their instructor assumes that the work is original except where

the student shows through correct documentation that they are citing the work of another. Inadequate or improper documentation is grounds for a student being charged with plagiarism. Whether they are found to have been ignorant of the conventions for documentation, careless in applying their knowledge of those conventions, or dishonest in presenting someone else's work as though it were the product of their own understanding, the result is the same: they have committed plagiarism. The Honor System requires that the student who has committed plagiarism go through the judiciary process.

“Common Knowledge”

The student may have learned in secondary school that if they find the same material in three sources, the material may be presumed to be “common knowledge” and need not be documented. That is not always the case. What is common knowledge among experts in a field is not necessarily common knowledge among members of a more general audience. A useful rule of thumb is that one might consider common knowledge any information available in an ordinary desk dictionary. If the student is in doubt, they should always cite their source.

Proper Documentation to Avoid Plagiarism

Avoiding plagiarism is easy. The student need only follow the rules for proper documentation of material that is not original. Printed material, as well as material communicated electronically, orally, or in unpublished form, must be documented.

There are four methods of using such material: direct quotation, paraphrase, summary, and a combination of paraphrase or summary with direct quotation. With all four, the writer must cite their source by using the documentation style appropriate to their discipline—in most cases either MLA or APA style. Both styles are described in detail in the current edition of the *Hodges Harbrace Handbook*. (Note that in the examples below, MLA style is used.)

Direct Quotation

The first method of using material that is not original is direct quotation. With this method, the student uses quotation marks (or, in the case of a longer passage, indentation and double spacing without quotation marks) to set off the exact words of their source. Omissions within the quotation are indicated by the use of spaced periods; brief additions or interpolations are placed in square brackets. (Consult *Hodges Harbrace Handbook* for proper use of these marks.) With these exceptions, a direct quotation must be copied accurately down to its punctuation and italics and must be followed by a parenthetical reference to the precise page or pages where it originally appeared.

For example, a direct quotation from Simone de Beauvoir's *The Second Sex* would appear in a paper in this form:

Formal attire has a double function: it is intended to indicate the social standing of the woman (her standard of living, her wealth, the social circles to which she belongs), but at the same time it puts feminine narcissism in concrete form; it is a uniform and an adornment; by means of it the woman who is deprived of doing anything feels that she expresses what she is. (de Beauvoir 498)

Note that since this quotation is longer than four typed lines, it is indented and double-spaced, and the citation, by convention, follows the final punctuation. A quotation of four lines or less is enclosed in quotation marks rather than being indented, and the final punctuation follows the citation.

Paraphrase

A second method of using material that is not original is the paraphrase. With this method, the student digests the idea, opinion, or interpretation of their source and presents it completely rewritten in their own words. If they can talk freely about the material they have borrowed, they are probably safe in assuming that they can write a legitimate paraphrase. Merely changing a few words here and there in a passage that retains the essential language or even the sentence structure of the source does not constitute legitimate paraphrase. If any echo of the original source can be heard in the student's paraphrase, it is not a successful paraphrase.

Sometimes a student may have difficulty deciding whether certain language must be quoted, or whether it might legitimately be used as paraphrase without quotation marks--in other words, whether it is "common language." In "The Difference between Plagiarism and Research," Paul Roberts comments on this problem:

If P.V. Pettiquale writes, "Swallows build nests in trees," you, in paraphrasing P.V. Pettiquale, might also write, "Swallows build nests in trees." But if P.V. Pettiquale writes, "The swallow sings his heart-warming little song as he darts among the treetops," and you, without quotation marks, write, "The swallow sings a heart-warming little song" or "The swallow darts among the treetops," then you are plagiarizing. These phrases, wretched though they are, are the property of P.V. Pettiquale and may not be lifted from him without acknowledgment. (473-74)

In this context, there are no substitutes for the words "swallows," "nests," and "trees." This is "common language" necessary to any discussion of the subject at hand and thus may be presented without quotation marks.

The passage from de Beauvoir's *The Second Sex* quoted above might be paraphrased as follows:

In her discussion of the social meaning attached to women's clothing, de Beauvoir explains that it serves two purposes: first, clothing tells an observer what a woman's social rank is, and second, being preoccupied with dress is one of the few forms of self-expression available to women (498).

As this passage illustrates, the paraphrase, like the direct quotation, requires (a) a reference to the page or pages which have been paraphrased and (b) the author's last name, either in parentheses preceding the page number or in the text itself. Final punctuation follows the citation.

Summary

A third method of using material that is not original is the summary. While a paraphrase is close to the same length as the original, a summary is considerably shorter than the original. Like a paraphrase, a summary must use the student's own words and sentence structure and must be followed by a parenthetical citation. A summary of the above passage from de Beauvoir might read as follows:

A woman's clothing reveals her social status and gives her a way to express herself (de Beauvoir 498).

Combination of Paraphrase or Summary with Direct Quotation

A fourth method of using material that is not original is the combination of paraphrase or summary with direct quotation. For example, a student might include in a paper a passage like this:

In her discussion of the social meanings attached to women's clothing, de Beauvoir explains that it serves two purposes: first, clothing tells an observer what a woman's social rank is, and second, dress "puts feminine narcissism in concrete form; [. . .] by means of it the woman who is deprived of doing anything

feels that she expresses what she is” (498).

The combination of quotation with paraphrase or summary, like the direct quotation, paraphrase, or summary used alone, requires a parenthetical citation. Since the quoted passage is shorter than four lines, it need not be indented; final punctuation follows the citation.

Conclusion

Since citation forms and certain other rules for documentation vary among disciplines, the student should consult their instructor about the method preferred for a particular assignment. The forms in the *Hodges Harbrace Handbook* will be acceptable in many classes.

Whatever form of citation the student uses, they must proceed with the understanding that plagiarism, as it is defined here, violates the Honor Pledge. Plagiarism is also a serious offense outside the red brick wall. Writers like Doris Kearns Goodwin have suffered irreparable damage to their reputations as a result of plagiarism charges (History). Language and ideas are, after all, fundamental to an intellectual community’s functioning; honesty requires the most scrupulous attention to their proper use.

Works Cited

de Beauvoir, Simone. *The Second Sex*. Trans. H.M. Parshley. New York: Knopf, 1965.

History News Network Staff. “How the Goodwin Story Developed.” 24 June 2002. 26 June 2002 link to History News Network website.

Roberts, Paul. “The Difference between Plagiarism and Research.” *Understanding English*. New York: Harper, 1958. 468-82.

Office of Civil Rights Policy and Complaint Form

Office of Civil Rights Policy and Complaint form can be accessed at:

<https://www.randolphcollege.edu/civil-rights/>

Sexual Misconduct Policy

Title IX & Sexual Misconduct Policy for Students: Policies, Procedures, and Additional information can be accessed at the College Title IX Website: <https://www.randolphcollege.edu/titleix/>

Free Expression Policy

The College’s Free Expression Policy can be accessed here: [Free Expression Policy](#)

Community & Residential Standards, Adjudication Processes, Sanctions, and Community Advisory Committee

The College policies described in this section of the Student Handbook are designed to help students contribute positively to the spirit of honor and community that governs life on campus, within the residence halls, and at College events. Students are responsible for knowing and abiding by the Honor Code and all College policies articulated below. Students are expected to familiarize themselves with the Statement of

Rights and Freedoms located elsewhere in this Student Handbook, and to be aware of and abide by new or revised College policies announced to the College community during the academic year. All student life policies remain in effect during College breaks and recesses.

Alcohol Policy

This policy covers the use of alcoholic beverages on College property. Randolph students and their guests must observe Virginia law, which states that no person under the age of 21 may purchase, possess, or consume any type of alcohol.

Students 21 years of age or older are permitted to possess and consume alcohol at registered social events on designated College property and in Residence Hall bedrooms of students who are 21 or older.

Students under the minimum legal drinking age are not permitted to possess or consume alcohol anywhere on College property, including at registered social events or at College-sponsored events.

Sanctions for a policy violation range from a verbal reprimand to temporary or even permanent separation from the College depending on the severity of the violation. Please refer to the Adjudication of Policy Violations section of the Handbook for more information.

Prohibited Conduct

1. Possession, consumption, or purchase of alcohol by persons under the age of 21.
2. Distribution including the sale of alcohol to persons under the age of 21.
3. Public intoxication.
4. Distribution of alcohol to visibly intoxicated persons.
5. Possession of an open container of alcohol in a public space.
6. Driving under the influence of alcohol.
7. Participating in organized drinking games or possessing items used for drinking games (e.g. beer pong tables, funnels).
8. Possession of common sources of alcohol including kegs or alcoholic punch.
9. Using or distributing alcohol in an irresponsible way.

Definitions

1. Public intoxication: the signs of physical or mental impairment resulting from alcohol use.
2. Open container: any container not in its original, unmodified, manufacture-sealed packaging.
3. Public space: all indoor and outdoor College property including, but not limited to, stairwells, hallways, classrooms, lounges, storage spaces, group meeting spaces, the student center, and other spaces of common or restricted student access.
4. Non-public space: Residence Hall rooms and those spaces designated as an “event-space” approved through the College’s event registration process.
5. Irresponsible use/distribution of alcohol: when the intended or foreseeable outcome is either the abuse of alcohol or to become intoxicated. Such use includes when the consumption/distribution of alcohol results in potentially dangerous, harmful, or otherwise negligent behavior, such as becoming

ill or vomiting from alcohol consumption.

Event Registration Process and Policies

Clubs and Organizations approved by Student Government are able to reserve spaces on campus for their official club meetings and events free of charge by using the electronic reservation program located on the portal or by contacting the Scheduling Office.

Events with Alcohol (for clubs/organizations or private parties):

Randolph College is committed to providing a safe campus environment for its students, employees, and visitors. The College follows all Virginia ABC rules. The Director of Dining Services (Aramark) and the Director of Campus Safety are responsible for the College's ABC Policy.

Any club or individual student hoping to hold an event on-campus with alcohol must register their event with the Coordinator of Student Engagement at least two weeks prior to the event date. A social event with alcohol may only be registered for Fridays and Saturdays between 4pm and 1am unless an exception is requested and approved by the Dean of Students or their designee. No more than four approved events per weekend are allowed, and no more than two approved on any given night. Registration forms are available in the Dean of Students Office Lobby and on the Randolph College website:

<https://www.randolphcollege.edu/dos/engagement/party-contracts/> .

Individuals or groups sponsoring social functions are responsible for the actions of all guests in attendance at the event.

All private events must have a guest list. Guests are defined as those individuals who are known to the host(s) of the function and have previously been identified as invited guests to the function. Guest lists must be submitted with the registration form. At no time may the number of guests at a function exceed the maximum occupancy restrictions for that facility. Failure to turn in a guest list with registration form may result in loss of privileges. The College reserves the right to confirm the accuracy of guest lists by reasonable means.

Food and water must be provided to event guests when alcohol is served and must be scheduled and paid for through Aramark by contacting the Catering Director.

Students may not bring their own alcohol to an event. Alcohol must be purchased through Aramark by contacting the Catering Director. Alcohol should only be served by Aramark bartenders unless an exception is requested and approved by the Dean of Students or their designee. If students are approved to serve alcohol at their event, they must be at least 21 years of age and be TIPS trained. All event managers/staff and servers assume responsibility for all requirements under Virginia Law. One requirement states that it is against the law to provide alcohol to or purchase for minors. Event managers, staff, servers, and faculty/staff sponsors may be held liable if you are aware that minors under your supervision are drinking, and you fail to intervene. Penalties for violation include up to 12 months in jail and a \$2,500 fine for each underage person. Event managers, staff, and faculty/staff sponsors may not consume alcohol directly before or throughout the duration of the event. In the event that someone is visibly impaired, the Event Manager or staff and/or the bartender is obligated to refuse service to that individual.

Alcohol service is limited to one standard drink per person, per hour. A maximum of three drinks per person can be consumed throughout the duration of an event. Common sources of alcohol where direct access to alcohol is possible including punch bowls, kegs, ice luges, funnels, and beer trucks/trailers with open taps are strictly prohibited. Beer, wine, or malt beverages may be served and/or consumed at an event. Hard liquor

is only permitted in mixed drinks (not as shots) and only as one standard U.S. shot per drink. Grain alcohol served in any form is strictly prohibited. The serving or consumption of alcohol at any activity or event related to membership recruitment, initiation, or induction is also strictly prohibited

Alcohol may be served and/or consumed only in public areas approved through the event registration process. Public areas include all indoor and outdoor College property. In residential facilities, common spaces include lobbies, lounges, kitchens, bathrooms, and hallways. No one may bring alcohol to or from an area designated for a registered social event.

Alcohol can only be sold to event guests if specifically arranged through Aramark prior to event approval. It is prohibited to charge an entrance fee to any event.

The Coordinator of Student Engagement will approve the scheduling of the requested location once a group is approved to host the event. Students are currently allowed to reserve Alice Ashley Jack, Smith Bar, Smith Banquet Hall, residence hall lounge space, appropriate non-residential space, and appropriate outside spaces for events. Outdoor events with alcohol will be approved on an individual basis based on the ability to control access to the event and the distance from residential or academic areas.

Private parties may not be scheduled on WildCat Weekend, Commencement Weekend, Symposium Weekend, during the seven (7) days preceding the final exam period, or other dates designated by the Dean of Students, The Provost, or the President of the College.

Event managers and staff (who may not consume alcohol during the event) must check to ensure that every guest either has a Randolph ID or is accompanied by a Randolph student with a valid ID. An additional ID that provides proof of legal drinking age is required to consume alcohol, examples include: a driver's license, a military ID, a passport, or an identification card issued by a department of motor vehicles.

The use of false, altered, or borrowed identification of any type is lying. This is an infraction of the Honor Code and is a criminal offense.

Upon receiving proper ID upon entry, event staff will provide one wristband per student or guest to distinguish those over the age of 21 from those underage. An ID must be presented to the server/bartender as well.

The College may require professional security personnel to be present for any event that involves the serving or sale of alcoholic beverages. The number of attendees, amount of alcohol present, location of the event, and potential for crowd control issues will all be factors in determining security for an event.

If students do not clean up appropriately, buildings and grounds will assess the area and a general cleaning fee will be split among event managers/coordinators.

You may not advertise your event until you receive written approval from the Coordinator of Student Engagement. Refrain from advertising "Happy Hour", "two for one", or "free alcohol" or similar wording that might appear to promote excessive consumption.

Randolph College assumes no liability by the articulation of this policy. Permission to register a social event with alcohol does not release the student, organization or sponsor from responsibility under applicable College policies and local laws. Student organizations or sponsors are not agents of the College and have no authority to make any representations or undertake any actions or contracts on behalf of the College.

Any violations of this policy or the signed Event Registration Form may result in adjudication by way of a

conduct process with assigned sanctions.

Events with Food and without Alcohol (for private parties):

If an individual student or a student group would like to plan a private party without alcohol but plan to serve food, they should begin the process by reserving a space online through the portal calendar reservation platform. The College Scheduler is notified when the reservation is received and in turn will be in contact with the Coordinator of Student Engagement. The event host(s) will be required to complete an Event Registration Form and submit it to the Coordinator of Student Engagement at least two weeks prior to the event date. All food being served at the event must be approved by and/or ordered through Aramark's Catering Department. The Coordinator of Student Engagement will guide the event host(s) through the execution and completion of the Event Registration Form.

Events without Alcohol and Food (for private parties):

If an individual student or a student group would like to plan a private party without alcohol and food, they should begin the process by reserving a space online through the portal calendar reservation platform. The College Scheduler is notified when the reservation is received and in turn will be in contact with the Coordinator of Student Engagement. The Coordinator of Student Engagement will be in contact with the event host(s) via their Randolph College email address(es) to let them know whether or not their event has been approved.

Alcohol in Residential Halls

In addition to the previous information, the following applies specifically to Residence Halls.

Students may not host or attend unregistered social events with alcohol in Residence Hall bedrooms or public spaces. Students over 21 may gather in bedrooms (of residents who are 21 or older) and consume alcohol as long as all other policies are complied with, e.g. fire safety regulations, quiet hours, courtesy hours, etc.

Events with alcohol must be registered with the Office of Student Engagement. Please refer to the Social Events with Alcohol Policy in this handbook for more information.

Students under the age of 21 may not possess empty alcohol containers. Regardless of age, excessive amounts of empty alcohol containers may constitute evidence of the irresponsible use of alcohol.

Amnesty or "Good Samaritan" Clause

The College may choose not to pursue conduct charges against any student transported to the hospital by an emergency medical service due to their over consumption of alcohol or drugs provided the student transported calls for help or is called for in good faith out of concern for that person's health and safety.

Students may be hesitant to report to College officials (RAs, Campus Safety) because they fear they may be accused of illegal or unlawful activity. In such cases, educational options, not punitive options, will be explored to resolve these cases.

To encourage students to offer help and assistance to others, the College utilizes this same policy of amnesty for students who offer help to others in need due to over-consumption of alcohol and other prohibited substances. Those who call for help may also not face an official judicial response. The Dean of Students may choose not to extend this policy to the same person repeatedly.

Safe Harbor Clause

Students who bring their own drug use, addiction, or dependency to the attention of College officials on their own volition without being pressured to do so by the circumstances, such as an investigation, may not face a judicial response. Students will be referred to the Health and Counseling Center. Failure to comply with the requirements laid out by the Health and Counseling Center will nullify this Safe Harbor protection and violations will be handled in accordance with standard procedures.

Effects of Alcohol

Alcohol consumption alters behavior. Even small amounts (one to two drinks) can impair mental judgment and hinder coordination, impairing a person's ability to drive or walk safely, or can lead to poor social choices. Heavy consumption (four or more drinks in a day) causes observable impairment to mental functions, impairing the ability to learn, memorize and perform academically, sometimes for weeks after the drinking occurred. Severe drinking can cause respiratory and/or organ failure, brain damage, depression, and death. If combined with other central nervous system depressants or drugs, any amount of alcohol could produce these effects. Alcohol abuse can lead to permanent impairment and physical/psychological dependence. When alcohol consumption ceases after prolonged heavy use, withdrawal symptoms can include severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening.

Risks of Alcohol Use

The following is a partial list of the adverse effects of alcohol use on the individual and society arranged by source.

The Truth about Alcohol: Tips for Teens (U.S. Department of Health & Human Services, 2013).

Alcohol affects your brain. Drinking alcohol leads to a loss of coordination, poor judgment, slowed reflexes, distorted vision, memory lapses, and even blackouts.

Alcohol affects your body. Alcohol can damage every organ in your body. It is absorbed directly into your bloodstream and can increase your risk for a variety of life-threatening diseases, including cancer.

Alcohol affects your self-control. Alcohol depresses your central nervous system, lowers your inhibitions, and impairs your judgment. Drinking can lead to risky behaviors, including having unprotected sex. This may expose you to HIV/AIDS and other sexually transmitted diseases or cause unwanted pregnancy.

Alcohol can kill you. Drinking large amounts of alcohol can lead to coma or even death. Also, 1 out of every 3 traffic-related deaths is alcohol-related.

Virginia Law Regarding Alcohol

The following is listed by requirement of Virginia law. Virginia's Alcohol Beverage Control Act details the possession, use, and consumption of alcohol. The Act applies to all Randolph College students and employees.

Local laws and possible legal sanctions are summarized below.

1. It is unlawful for any person under age 21 to purchase or possess any alcoholic beverage. Violation of the law exposes the violator to a misdemeanor conviction for which the punishment is confinement in jail for up to twelve months and a fine up to \$2,500, either or both. Additionally, such person's Virginia driver's license may be suspended for a period of not more than one year.

2. It is unlawful for any person to sell alcoholic beverages to persons under the age of 21 years of age. Violation of the law exposes the violator to a misdemeanor conviction for which the punishment is confinement in jail for up to twelve months and a fine up to \$2,500, either or both.
3. It is unlawful for any person to purchase alcoholic beverages for another when, at the time of the purchase, they know or have reason to know that the person for whom the alcohol is purchased is under the legal drinking age. The criminal sanction for violation of the law is the same as #2 above.
4. It is unlawful for any person to consume alcoholic beverages in unlicensed public places. Violating the law, upon conviction, exposes the violator to a misdemeanor conviction for which the punishment is a fine up to \$250.

Cell Phones and Other Handheld Device Guidelines

Classrooms and Meetings:

- No phone use.
- Students must turn their phones completely off or on silent mode (not vibrate) upon entering a classroom.
- Per faculty request, students may be asked to place their cell phones in a designated classroom area.
- Students are expected to consult directly with their professors on exceptions to these guidelines.

Dining Hall:

- Phones may be used on vibrate or a quiet ring.
- Please be courteous of others while using your phone.

Computer Labs and Library:

- Phones are expected to be turned on silent or vibrate mode at all times.
- If you must place a call, please step outside.

Exams:

- No cell phones or other electronic devices are allowed in exam rooms during finals.

Children on Campus

Randolph College supports and encourages the participation of staff, faculty and student families at campus events, as well as appropriate use of its facilities. However, in the past, children have been left unsupervised on College property, especially during snow days when public school has been canceled. Children must be supervised by an adult at all times when they are on the Randolph College campus. The College can continue to be a productive learning and working environment if everyone cooperates with this practice.

Common Spaces

Persons may not claim space in communal areas by leaving their physical belongings in that space. Persons wanting to temporarily leave their belongings in a communal space (and the space is not reserved) may do so up to one hour, without their items being disturbed, only if they leave a note with the date and time of their departure. After one hour, or if no note is present, any member of the community may move the belongings. Unattended belongings may be placed under the spiral staircase in the Student Center. Randolph College, nor the person removing the items, are responsible for any items that may be moved.

Students have also advocated for additional late night study spaces. Students may use the following rooms (when not reserved) for studying until 6:00 a.m., at which time students must vacate and clean up belongings in order for Buildings and Grounds staff and faculty to prepare for morning classes and meetings: Student Center & Caldwell Commons Conference rooms (excluding Klein Board Room)

Additionally, rooms such as Leggett 535, Leggett 602, and Smith 301 will be open and available until the respective buildings close each evening. Of course, areas such as Main Hall Lobby, areas in the Student Center, the Ethyl Center (in Martin), and Residence Hall Lounges remain available 24 hours a day.

Dining Hall Operations Policies

All residential students are required to be on the College's All Access Meal Plan. The All Access meal plan offers unlimited swipes in the dining hall and \$300 dining dollars per term (Fall and Spring). Commuter students are not required to have a meal plan, but a Commuter Meal Plan or Flex Dollars can be added to your account that links up with your Randolph Paw Pass. Commuter meal plans are available for purchase on the dining services website.

Individuals with a meal plan must swipe their Paw Pass card upon entering Cheatham Dining Hall for a meal. Student Card numbers are not accepted. After finishing a meal and leaving the Dining Hall, students must, upon re-entry for another meal, present their Paw Pass for an additional meal swipe.

All persons without a meal plan must pay for each meal eaten in the dining hall. Payment must be made to the Cashier prior to entry into the dining hall. Meal prices will be posted outside the door to the dining hall.

Food items may be removed from the dining hall only under the following four circumstances:

- For the purpose of eating a meal during an officially scheduled College meeting in one of the meeting rooms near the dining hall.
- A 20-ounce or smaller beverage in your own container.
- A single bagel, piece of fruit (apple, banana, or orange), or ice cream cone when available.
- In a green plastic to-go box accompanied by payment for the meal via cash, credit, or a board meal swipe. Outside containers are not permitted – green to-go boxes may be purchased from the cashier.

China, glassware, or flatware may be removed from the dining hall only for the purpose of eating a meal over a scheduled meeting and must be returned immediately following the meal or meeting.

Any unauthorized removal of food or dining hall property from the dining facility (including flatware, dishes and serving utensils, etc.) is considered stealing under the honor code and will be handled as an honor offense by the Judiciary Committee. Failure to pay for food consumed by yourself or your guest or taking of food items from the dining hall in violation of stated dining hall policy is considered theft. A guest who eats in the dining hall without paying will be asked not to return to the dining hall in the future, the host will be responsible for paying for the unpaid guest's meal, and that host may face judiciary action under the Honor Code for theft.

Solicitation or electioneering is not permitted in the dining hall. Solicitation or electioneering may take place at the tables outside the dining hall, if properly registered, approved, and sponsored by a student

organization.

Disrespecting a College Official

The College values open dialogue, free speech, and the civil and courteous exchange of viewpoints. However, it is expected that students address their communication (in person, via phone, or electronically) to any college official respectfully and professionally. All reports of disrespect to a College Official will be adjudicated through the College's conduct system.

Disruptive Behavior

Disruptive behaviors on campus are prohibited and include the following:

- Any behavior which disrupts, or tends to disrupt, the privacy of others and/or the academic mission of the College
- Any behavior which endangers, or tends to endanger, the safety, health, or life of any person
- Any behavior which causes a campus disturbance

Drugs

The unlawful possession, use, or distribution of illicit drugs is prohibited by the College. Students are obligated to function under the legal standards set forth in local, state, and federal statutes. Law enforcement officials with proper documents may search any campus building without prior notice, within the constraints of a legal search.

Even though recreational marijuana is legal in Virginia, Randolph College has not changed its policies or position around possession of the drug. Marijuana is prohibited from college property at all times. This includes possession and usage of marijuana by students with medical cards or other legal medical documentation.

Randolph College also prohibits the possession, use, and/or distribution of synthetic cannabinoids (synthetic marijuana, Spice, K2, edibles, etc.), and of chemicals known as "bath salts." Marijuana or cannabis concentrates such as THC oil, wax, etc., sometimes contained in vape pen cartridges, are also prohibited. Violations are subject to the sanctions noted within this section.

Students are expected to be familiar with the health and safety risks associated with the illegal or improper use of drugs. These include possible dependence or addiction, reduced resistance to disease, danger of overdose, and impairment of motor skills and judgment that may cause the user to engage in behaviors that place them at risk. Students may seek drug counseling and referrals at the College's Counseling Center.

College disciplinary action for illegal possession, use, or distribution of drugs may include referral for prosecution. A student may also be sanctioned if found responsible for the intent to sell or distribute drugs on campus. In addition to College sanctions, members of the College community are subject to legal penalties as outlined in the Virginia Code.

Failure to Comply

Failure to Comply: Requests

Any student that fails to comply with a request from a College Official will be documented.

Failure to Comply: Sanctions

All students, as members of the Randolph community, are expected to comply with conduct sanctions within the timeframe specified. Failure to follow through on conduct sanctions by the date specified, whether by refusal, neglect, or any other reason, may result in additional sanctions.

Failure to Submit Identification

Failure to submit identification upon request to duly authorized and properly identified College officials is prohibited. Students not having identification in their possession will be given adequate opportunity to find and present it. Providing a false name to any college official will be grounds for an honor charge against the student providing the false name.

Fire Safety

All members of the College community are expected to be aware of and address any situations or conditions that might result in a fire on the campus. Concerns about potential fire hazards must be immediately reported to the Department of Campus Safety for evaluation and remedy. The following are College-wide fire safety regulations for all persons on campus:

General Fire Safety Rules and Regulations:

- A. Fire exits must be clear at all times. Items in hallways and fire exits will be confiscated and the owners of the items fined.
- B. Tampering with College fire safety equipment—including, but not limited to smoke detectors, heat detectors, fire extinguishers, and sprinkler heads—is prohibited.
- C. Setting any unauthorized fire in or on College property is prohibited.
- D. The possession or use of fireworks of any kind on campus is prohibited.
- E. All occupants of a building must exit the building immediately whenever a fire alarm sounds, reporting to the exterior location designated as the evacuation location for that building. Students are responsible for ensuring that their guests also exit the building immediately.
- F. The distance required to move away from a structure during an evacuation is a minimum of 50 feet. It is likely that firefighters will require a much greater distance, should they respond to the call. Circumstances may also dictate the need for a greater distance from a building, or require evacuees to leave the area to gather elsewhere.
- G. All students and their guests must comply with instructions from campus safety officers, residence life staff, and other College staff during a power outage or fire emergency.
- H. Local fire safety regulations prohibit frying in residence hall kitchens.
- I. Causing a false fire alarm by willfully activating a pull station, heat detector, or smoke detector is prohibited.
- J. Hanging several tapestries/decorations from walls may be deemed a fire hazard and it may be requested that they be removed or rearranged. It is prohibited for tapestries/decorations to be hung from any ceiling.
- K. All lights must be URL approved and students may not string lights from wall to wall, along the ground, or from the ceiling.
- L. Hanging excessive lights may be deemed a fire hazard and it may be requested that they be removed or rearranged.

M. Prohibited Items:

Air Fryers (with exception to Grosvenor Apartments)

Air Conditioning Units (without approval from the Office of Residence Life)

Blenders

Candles

Candle Warmers

Christmas Trees (Live)

Coffee Makers (without automatic shutoff)

Devices with an Open Flame

Electric Blankets

Exposed Heating Elements

Extension Cords

Flammable Substances (i.e. Butane, Charcoal, Gasoline, Lighter Fluid, Propane)

Gravity Bongs (or other handmade bongs)

Grills

Halogen Lights

Hotplates

Hoverboards

Incense

Multi-Plug Cube Adapters

Pipes

Power Tools

Plug-Ins (Wallflowers)

Popcorn Poppers (Oil Based)

Space Heaters Toaster (with exception to Grosvenor Apartments)

Toaster Oven

Vaporizers

Water Bongs

N. Approved Items:

Air Fryer* (one permitted in each Grosvenor Apartment Unit-kitchen only)

Coffee Makers*

Hair Dryers

Hot Pots/Slow Cookers* (one permitted in each Grosvenor Apartment Unit-kitchen only)

Irons

Microwave* (one permitted in each Grosvenor Apartment Unit-kitchen only)

Microfridges with grounded plugs and less than 4.2 cubic feet capacity

Popcorn Poppers (that are not oil based)

Refrigerators with grounded plugs and less than 4.2 cubic feet capacity

Rice Cookers*

Toaster (one permitted in each Grosvenor Apartment Unit-kitchen only)

Vacuum Cleaners

*each kitchen appliance must have the automatic shut-off feature

O. The Residence Life and Campus Safety staff, as well as any member of the Dean of Students Office, reserves the right to request residents to remove/rearrange items should they be deemed a potential fire hazard by the College or per Fire Marshall instruction.

Firearms/Weapons

Employees and students are not allowed to have firearms or weapons of any kind in their possession on Randolph College property or at any Randolph College-sponsored event. Weapons include, but are not limited to handguns, rifles, shotguns, B-B guns, pellet guns, ammunition, switchblade knives, butterfly knives, metal/brass knuckles, bows and arrows, or other devices that are commonly considered to be weapons which may be deemed as a threat to the safety and well-being of others. (This policy does not apply to law enforcement personnel.)

The College retains the final authority in evaluating potential dangers and determining what constitutes a weapon. Items that may be deemed as weapons may be removed or confiscated from the possession of anyone on campus. Any violation of this policy may result in disciplinary action up to and including termination of employment, student sanction or expulsion, and/or criminal charges. Questions regarding this policy should be directed to the Director of Campus Safety at 434-947-8144.

Harassment

Personally harassing or threatening another person is prohibited. Prohibited conduct includes but is not limited to: oral, written, or physical threats to the health, safety, or physical or psychological well-being of others; unwanted obscene, abusive or repetitive telephone calls, voice messages, or electronic communications; contacting witnesses or any other party to an incident to intimidate them or to get them to change testimony; any action that constitutes sexual harassment as elsewhere defined by the College. Charges of harassment involving students must be reported to the Dean of Students to be investigated and, if necessary, will be adjudicated by an administrative hearing.

Hate Incident Protocol

Randolph College seeks to create a living/learning environment in which all persons are respected and a vibrant, diverse community is paramount in importance. We have established policies and procedures that provide guidelines for addressing violations of our community standards, and to assure that incidents of hate are immediately reported, investigated, and if at all possible, addressed within our judiciary system. Further, we are prepared to involve the police or governmental agencies if an act or statement that occurs on our campus is in violation of state or federal law. Any act or statement that has the effect of interfering with the educational process within our community by creating a hostile environment for any member or group within our community is intolerable.

Randolph College has established a Community Advisory Committee that works to assure that our community values are upheld by advising the administration in cases of violations of our community standards and regarding incidents that pose or potentially pose a threat to Randolph College's positive educational environment by actions or statements from any person on our campus.

Definitions of Hate

A hate incident is defined as any speech, act or harassing action that targets, attacks or threatens an individual or group because of actual or perceived race, color, national or ethnic origin, gender, religious affiliation, sexual orientation or disability.

A hate crime is defined as "a crime in which the defendant intentionally selects a victim, or in the case of a property crime, the property that is the object of the crime, because of the actual or perceived race, color, national origin, ethnicity, gender, disability or sexual orientation of any person." – Definition adopted from Sec. 280003(a) of the Violent Crime Control and Law Enforcement Act of 1994, 28 USC note.

Responses to Hate Incidents and Hate Crimes

Randolph College has established practices that are used to respond to incidents that threaten the values of our community, including those that may be defined as hate incidents or hate crimes. When an incident of hate or a hate crime occurs on our campus, our first obligation is to assure the safety of the individual(s) targeted and to tend to immediate safety needs. College staff and law enforcement personnel, if appropriate, will preserve evidence, investigate the incident, identify a perpetrator, and make referral to the Commonwealth Attorney or Federal Prosecutor for prosecution.

General protocol for responding to Hate Incidents and Hate Crimes

If a hate incident or hate crime happens on the Randolph College campus, it is the obligation of the person(s) who are first aware of the incident to notify the campus safety staff, the Dean of Students, and/or HR on duty (after hours) immediately. The following steps will be taken:

- The College staff will assess the situation, assure that the person(s) victimized by the incident is safe, and will immediately preserve any evidence that may be helpful in the investigation. If appropriate, the campus safety staff will contact the Lynchburg Police Department for assistance in preserving and processing evidence at the site of the incident. The first responders to the incident will produce comprehensive incident reports, including photographs of any evidence, if practical.
- An investigation will be conducted using any relevant evidence and witness accounts by the campus safety staff, the Office of the Dean of Students, and/or Lynchburg Police as appropriate.

- Student Affairs staff notified will follow-up with the victim(s) to assure that they are safe and feels comfortable in their living space at that time. If they report feeling uncomfortable, alternative living arrangements will be offered.
- If appropriate, the campus community will be notified of the incident after the facts have been confirmed through an investigation.
- As soon as possible, the Community Advisory Committee will be convened to discuss any additional campus response that might be appropriate given the situation.
- The Student Affairs staff will remain in contact with the student(s) directly affected by the incident to be of support as the investigation proceeds.

Hazing

The purpose of this policy is to ensure that Randolph College students are not subjected to any type of hazing. It is the responsibility of all individuals associated with the College to encourage an atmosphere of learning, social responsibility, and respect for human dignity.

Randolph College supports the hazing law of the Commonwealth of Virginia which reads:

It shall be unlawful to haze so as to cause bodily injury, any student at any school, college, or university. Any person found guilty thereof shall be guilty of a Class 1 misdemeanor.

Any person receiving bodily injury by hazing shall have a right to sue, civilly, the person or persons guilty thereof, whether adults or infants.

The president or other presiding official of any school, college or university receiving appropriations from the state treasury shall, upon satisfactory proof of the guilt of any student hazing another student, sanction and discipline such student in accordance with the institution policies and procedures. The institution policies and procedures shall provide for expulsions or other appropriate discipline based on the facts and circumstances of each case and shall be consistent with the model policies established by the Department of Education or the State Council of Higher Education for Virginia, as applicable. The president or other presiding official of any school, college or university receiving appropriations from the state treasury shall report hazing which causes bodily injury to the attorney for the

Commonwealth of the county or city in which such school, college or university is, who shall take such action as they deem appropriate.

For the purposes of this section, ‘hazing’ means to recklessly or intentionally endanger the health or safety of a student or students or to inflict bodily injury on a student or students in connection with or for the purpose of initiation, admission into or affiliation with or as a condition for continued membership in a club, organization, association, fraternity, sorority, or student body regardless of whether the student or students so endangered or injured participated voluntarily in the relevant activity.

Additionally, Randolph College students are expected to support the overarching mission of the College, and participants are expected to demonstrate honesty, integrity, and respect toward every other student in keeping with the Honor Pledge and all other College policies. Violations of the Hazing Policy will be adjudicated by an Administrative Hearing Board. Groups or individuals found to be guilty of hazing will face sanctions that may range from required community work service to loss of privileges to expulsion.

The groups or individuals could also face possible criminal prosecution and/or civil action.

Specific examples of hazing which are prohibited include, but are not limited to, the following:

- Requesting that anyone undertake activities or tasks which interfere with their academic, employment, or extracurricular responsibilities or deprive them of sufficient sleep,
- Requesting that anyone indicate in class or other academic function by apparel, face paint, or other aspect of their appearance that they are an initiate or member of the organization,
- Requesting that anyone engage in any activity that would violate the Honor Pledge or any College policy,
- Causing anyone to participate in humiliating or morally degrading games or activities,
- Causing anyone to be the object of malicious amusement or ridicule,
- Causing exposure to uncomfortable elements,
- Causing anyone psychological harm or substantial emotional strain,
- Blindfolding,
- Confinement of anyone in any room or compartment,
- Misleading anyone in an effort to convince them that they will not become a member or that they will be subject to psychological or physical strain if they fail to comply,
- Requesting nudity of a prospective member,
- Restricting the limbs in any fashion that would prohibit the person from moving freely on their own,
- Required consumption of any substance,
- Hitting,
- Pelting or spraying with any substance,
- Creation of excessive fatigue by demands for services or assignments or by depriving another person of sufficient sleep,
- Physical activity which is used to harass or which is not part of an organized athletic contest,
- Road trips of any kind, including requests for initiates to drive current members to and/or from an off-campus activity,
- Requesting that a student place themselves in a situation which increases the likelihood of personal injury

Psychological hazing, defined as any act which is likely to:

- Compromise an individual's dignity;
- Cause an individual embarrassment or shame;
- Cause an individual to be the object of malicious amusement or ridicule; or
- Cause an individual emotional distress;

The following policies, in addition to those listed earlier in this hazing policy, apply to any student group that has an initiation process:

- There shall be no initiation activities during Orientation week, during the first two class weeks either semester, during the last two class weeks either semester, or during final examination periods.
- The pledge period, or equivalent, for new members may not exceed 14 consecutive days.
- Alcohol use is prohibited during any part of the initiation process, even by students who are of legal drinking age.
- New members must not be asked to violate the Honor Pledge, College policy, or Virginia law.
- New members must not be asked to spend money associated with the initiation process other than any required dues, of which the new member must be made aware in advance of their decision to join the group.

Location

This policy encompasses all acts of hazing that occur whether on or off campus. As such, an act of hazing by an individual or organization will be viewed by the College as a violation of the Institution's hazing policy, regardless of where the act of hazing took place.

Training

Pursuant to the Code of Virginia and "Adam's Law" as passed in the 2022 Session of the General Assembly of Virginia, the College provides hazing prevention training to current members, potential new members, and advisors of student organizations with new members. Potential new members are expressly prohibited from joining a student organization without satisfactory completion of hazing prevention training. Furthermore, the College maintains and publicly reports actual findings of violations of the College's Student Conduct Code or of federal or state laws pertaining to hazing that are reported to campus authorities or local law enforcement. Findings of hazing violations after July 1, 2022 will be posted on the Randolph College Dean of Students website. In accordance with Section 23.1-822 of the Code of Virginia (a portion of "Adam's Law," effective July 1, 2022) the public report will not include any personally identifiable information of any student involved in a hazing violation, the report will also not list investigations that do not result in findings of College violations or convictions in a court of law.

Consent

An individual cannot consent to being hazed. The express or implied consent of the victim, tradition, and intent of such acts are not valid defenses against a violation of the College's hazing policy by an individual or organization.

Retaliation

It shall be a violation of this policy for an individual or organization to retaliate against a student or other person for reporting a suspected incident of hazing or cooperating in any investigation or disciplinary proceeding regarding an incident of hazing.

Letters of No Contact

The Office of Safety and Security offers a letter of No Contact to students requesting protection and separation from another student(s) when there may be an imminent risk for individuals to connect and communicate. Letters of No Contact, are not court orders and are issued to enhance safety, prevent retaliation and/or avoid an ongoing hostile environment. Letters of No Contact do not protect students when they are not physically on property owned by Randolph College. The Offices of Campus Safety and Security, Dean of Students, and Title IX may choose to issue a Letter of No Contact between student parties at any time.

When a Letter of No Contact is issued, it is issued to all direct parties involved in an incident or case. Generally, the College defines contact as any intentional word or action. Therefore, a Letter of No Contact informs involved individuals of their restrictions and responsibilities pertaining to both verbal and non-verbal communications and encounters. Examples include but are not limited to contact via telephone, text messages, instant messages, emails, communication through social media, face-to-face communication, making gestures, giving/sending gifts, returning belongings, and sending/sharing pictures/videos. A Letter of No Contact will always outline that involved parties may not enter another party's private residential room.

All campus policies and procedures remain in effect alongside the prescribed requirements found within each

Letter of No Contact.

Someone who has been issued a Letter of No Contact may not encourage third party participants (friends, family members, or other students or co-workers) to make contact with the reporting party on his/her behalf for any reason.

Violations of Letters of No Contact should be reported to the Associate Director of Campus Safety and Security via email, phone, or by scheduled meeting. It may be determined that a perceived violation was incidental contact resulting in each party receiving a reminder of the terms set forth in their respective letter. Perceived violations may also go through an on-campus adjudication process (Conduct, Title IX, etc.). Appropriate sanctions will apply if an individual is found responsible for violating a Letter of No Contact. Sanctions may include but are not limited to a warning, a performance improvement plan, campus work service, suspension, or expulsion. More information about each campus adjudication process, as well as the appeals process, can be found within other areas of the student handbook.

Once a Letter of No Contact has been issued, it cannot be dropped until the initiating party requests or determines that it is safe to do so. Requests to discontinue the No Contact Order will be approved by the Associate Director of Campus Safety and Security and all parties will receive documentation in writing if the letter is dropped.

Non-Consensual Audio and Video Recordings

Using electronic or other devices to take pictures and/or make an audio or video recording of the private activities of any person (on campus including classroom spaces) without the person's prior knowledge or without active, effective consent from the person is prohibited (including social media).

Paint

Spray painting is not permitted inside campus buildings; this includes student rooms, stairwells, and lounges. Spray painting outside is not permitted on front campus, on any portion of the exterior of any building or permanent structure, or on any sidewalk or driveway. The Office of the Dean of Students must approve any spray painting on campus in advance. Damage caused by spray painting will be charged to the student responsible. If the responsible party cannot be identified, damage costs will be assessed to the smallest identifiable group (floor, hall, student organization, etc.).

Physical Force, Harm, and Injury

Any action by a student that is force equated with violence or the use of a weapon constitutes physical force. No matter how slight, any intentional physical impact upon another individual, use of physical restraint, or the presence of a weapon constitutes the use of force and is prohibited.

Causing physical harm, threatening harm to any person, or behaving in a manner that a reasonable person would find alarming or intimidating is prohibited. Negligent conduct that results in injury to others is a violation of college policy.

Projectiles

No student shall throw or cause any object or substance to be projected which has potential for damaging or defacing College or private property or causing personal injury or disruption.

Public Decency

Randolph College students and their guests are expected to uphold generally accepted standards of common decency. To that end, the College prohibits conduct including streaking or other public undress, public urination, and public defecation. Public spaces, in this context, include, but are not limited to, hallways, lounges, stairwells, kitchens, and any exterior location.

Residence Hall Policies

Each year, students are informed of policies related to specific residential matters, such as College breaks, room selection, summer storage, and final check-out. Students are responsible for complying with all published housing policies, not just those printed in the Conduct Policies & Community Standards. Violations of housing policies are handled administratively by the Office of Residence Life, the Dean of Students, or the Dean of Students designee.

Therefore, the Office of Residence Life helps ensure student safety and satisfaction within college owned residence halls. There are five traditional style residence halls that include Bell, Main, Moore, West, and Wright. The College also offers apartment style units, featuring 2-person and 4-person communal living.

Living in the Grosvenor Apartment Complex provides a unique opportunity for students that provides more flexibility, independence, and responsibility. The Grosvenor Apartment Guidelines & Contract outline the College's expectations for students wishing to reside in an apartment. Each resident is responsible for reading the guidelines in their entirety, signing the contract, and submitting their completed contract to The Office of Residence Life. Grosvenor Apartment Guidelines & Contract form can be accessed

at: <https://www.randolphcollege.edu/residence-life/forms/>

Campus Residency Policy

The Dean of Students Office is committed to providing a social experience for students that promotes learning, intellectual enrichment, and encourages interpersonal growth. Through on-campus residency, students develop strong interpersonal connections with their peers, enjoy social and educational experiences together, develop the ability to negotiate solutions to community and personal issues, and learn to appreciate the rich diversity of cultures, opinions, talents and experiences that our community offers.

Residency in a College residence is required of all students except those who are classified as Commuter Students. Students who are transferring to Randolph from another higher education institution located within 50 miles of the Randolph campus, and who at the time of matriculation are renting in the local community, may request a one-time-only exception to our residency requirement. Such requests must be made at the time of initial matriculation and will not be granted at a later date.

If the College chooses to move to virtual instruction for a temporary period of time, for any reason, all housing policies will remain in effect. Virtual learning certainly grants enrolled students flexibility about where they choose to physically study. However, each residential student will be required to pay room and board when the College returns to in person instruction. Leases and rental agreements that have been initiated and agreed upon with a third party company during virtual instruction are not valid defenses for the absorption of room and board charges.

All students aged 23 or younger are required to maintain full-time enrollment and to live in campus housing. Students who are 24 or older may not reside in student housing unless enrolled and approved for on campus

housing through participation in a Masters Program. Students who reside with their parents in Lynchburg are strongly encouraged to become Resident Students so that they may benefit from the residential living component of the Randolph College experience. Resident Students may not rent or lease in part or whole any off-campus dwelling during the period of their enrollment. Students who violate this policy may be subject to an administrative hearing to determine the appropriate sanction. On-campus housing and board charges will not be removed or reduced if a student chooses to violate the residency policy.

Only students who are properly enrolled and have paid room and board fees may occupy residence hall rooms on campus. The College does not provide housing for non-student family members. A Resident Student who withdraws from the College for any reason during the academic year will be expected to vacate the campus residence within 24 hours of that withdrawal and will be assessed a fine of \$50 for each day they remain beyond the 24 hour vacating expectation and may be subject to additional penalties. Appeals for an extension in time to vacate a campus residence after withdrawal from the College must be put in writing via email to the Assistant Dean for Residence Life & Student Conduct and in turn must be approved by the Dean of Students or their designee.

Commuter Student Status

In order to be eligible for Commuter Student status, the student must meet one or more of the following criteria.

Students enrolled full time must meet one of the following requirements to apply and be considered for commuter student status:

- reside with a parent/guardian, grandparent(s), or sibling(s) within a 50 mile radius of the College in the approved relative's primary residence,
- be married and living with a spouse,
- be a military veteran
- have a dependent child living with them,
- be enrolled in their fifth year or greater at the College.

*please note that a student will be responsible for paying room and board fees until their commuter student status is approved. Submitting an application for commuter student status does not guarantee approval.

Students 24 years of age or older will automatically be granted commuter student status. No application materials are needed for students meeting this criteria.

An exception to the information listed above will only be made if a student is enrolled part-time with the College. Students approved to live off-campus when enrolled with part time status will be responsible for completing a commuter contract. By signing this contract, a student acknowledges they are responsible for paying room and board rates when they resume full time student status.

If a student's status regarding the criteria above changes during the time of enrollment (e.g., they no longer live with their approved relative), the College reserves the right to change their status to Resident Student.

The College allows on-campus residency to full time students and selected staff only. Therefore, if a Resident Student marries or has a child during the time of residence, they will be allowed to petition to move to Commuter Student status effective the semester in which the marriage or birth of the child occurs. Students whose circumstances change such that they meet the requirements for a change in status may petition in writing to the Dean of Students, who will take the matter to committee for review.

To begin the process of applying for Commuter Status or express your intent to apply for Commuter Student Status, please notify the Assistant Director of Residence Life and Housing, via email. The Assistant Director of Residence Life and Housing will provide you with next steps and what documentation is needed to complete your application process.

Air Conditioning

Only students who have received authorization through the Office of Residence Life may use window units or other stand-alone air conditioners. Please be in contact with the Office of Residence Life to learn more information about how to apply for an air conditioning unit.

Bathroom Breakables

Glass items left in community bathrooms on counters, fixtures, windowsills, or the floor will be discarded by staff members. Such items are unacceptable in community bathrooms (other than in a cubby or medicine cabinet) because of the safety hazard they present.

Bathroom Privacy

Multiple-occupancy showering is prohibited in all community bathrooms. Only one person may occupy a shower/tub/toilet stall at any given time.

Bed Assembly

To maximize the useful life of College beds and mattresses, beds may not be removed from a student room nor disassembled. The College does not provide removal or storage of unwanted beds. Mattresses and box springs must remain on assembled bed frames provided by the College.

Bed Bunking/Bed Raising

Only College-provided materials may be used to bunk beds. Bunking materials may not be used to build lofts or raise the height of a bed. Beds may not be raised on bricks, cinderblocks, bunking posts, or other materials except for risers designed specifically for this purpose, such as the ones available at Bed, Bath & Beyond.

Students who wish to have their beds bunked, raised, lowered, lofted, or un-bunked must submit a maintenance request via e-mail to the Assistant Director of Residence Life. Every summer students will receive an e-mail from the Office of Residence Life requesting students to submit their initial bed request preference. Students that request to have their beds changed more than 2 times each academic year will be charged \$25.00 for each additional request. The fine will be applied to the individual student's account in the Business Office.

Bulletin Boards in the Residence Halls

The Residence Life Staff is responsible for designating the use of all bulletin board space in the residence halls.

Carts (for move-in and move-out)

Carts may be borrowed from the Office of the Dean of Students during office hours (8:30 a.m. to 5:00p.m., Monday-Friday). Carts will be made available in a public space at the beginning of the fall semester (during move-in) and at the end of the spring semester (during move-out) on a first come, first served basis. The Office of the Dean of Students may offer carts at other times dependent upon the availability of staff.

Check-Out

All students are expected to check-out absolutely no later than 24 hours after the conclusion of their last exam. Students who take the last final exam of the semester are expected to vacate the campus no later than the time and date announced for the halls to close for the semester. The fine for failure to check-out by the published hall closing time, or failure to depart within 24 hours of taking one's last final exam, is \$100 per day. Students who do not check-out with a residence life staff member, or who do not complete the Express Check-Out process, will be assessed an improper check-out charge of \$25.

Two exceptions to the check-out policy are allowed following the spring semester only:

1. Graduating students may remain on campus during Senior Week (the day after exams through Commencement Day) without charge for housing, and
2. Underclass students who are approved to volunteer with Commencement weekend activities may request permission from the Office of the Dean of Students to remain in campus housing.

All seniors and underclass students approved to stay through Commencement weekend must vacate campus by 6 p.m. on Commencement Day. Any student who has not vacated the campus as required by this policy will be charged \$100 per day.

College Breaks

Residence halls remain open to students over the fall, Thanksgiving, and spring holiday breaks. Any student wishing to remain in residence during these breaks must register with the Office of Residence Life by the advertised deadline for each break. Students failing to register may be subject to disciplinary action. Students wishing to request an early move-in date prior to their designated return date from the winter break or their designated move-in date after the summer break should put a request in writing that explains their unique/extenuating circumstance requiring an early arrival to the Assistant Dean of Students for review. If approved, the student's account balance will be charged \$50 per night that they are living in a college residence prior to the designated date for students to return. Please note that the college advertises approved move-in dates well in advance for students to arrange appropriate logistics and accommodations needed for their move. Therefore, students requesting to move-in early based on a parent or guardian's work schedule will not be approved.

Damage

Each residential student is required to complete and sign a Room Condition Form (RCF) upon taking occupancy of their assigned room. Students will be charged for damages beyond normal wear-and-tear in 66 residence hall rooms based on comparison of a room's condition at the time a student moves out with the description listed on the RCF. It is a student's responsibility to confirm the accuracy of their RCF before they sign the form.

The following materials may not be used on walls, doors, or furniture in student rooms, hallways, or public areas: nails, putty, mounting tape, duct tape, packing tape, contact paper, stickers, gel window clings, super

glue, and toothpaste. White poster putty and Command Strips/Hooks may be used to hang items on residence hall room walls. However, students are responsible for removing all putty and command strips/hooks prior to move out. Students will be assessed for damage to walls, doors, or furnishings caused by these materials. Students are encouraged to hang posters and bulletin boards from the picture molding using hooks and fishing line or picture wire.

A \$45.00 cleaning charge will be assessed to any student whose room requires cleaning beyond reasonable vacuuming at the time they move out.

Toothpaste may not be used to spackle nail holes in walls. A \$35 fine will be assessed to any student using toothpaste on the walls in their room.

Damage to residence hall public areas and furnishings will be charged to the student(s) responsible. If the responsible party cannot be identified, damage costs will be billed to the smallest identifiable group (for example, suite, floor, hall).

Students are responsible for cleaning up their own vomit/body spills (blood, urine, etc.). Spill containment kits are available at the Reception and Information Desk to assist in this process. If no one takes responsibility for/initiative to clean up a body spill, B&G housekeepers will clean the mess. However, any spill that is cleaned up by housekeeping staff will result in a \$50 charge to be billed back to the smallest identifiable unit (person/room/floor/hall).

Room inspections are done at check-out each May, and damage charges are assessed as deemed necessary by College staff. Should a student wish to contest a specific charge, their appeal must be made before August 1 in the year the applicable charges were posted to the student's account.

Dressers

Dressers may not be stacked, unless designed to do so.

Egress

For safety during evacuation, fire exits must be clear at all times. Items in hallways and fire exits will be confiscated, and the owners of the items fined.

Emotional Support Animal

An emotional support animal (ESA) is an animal selected to play an integral part of a person's treatment process. An ESA is prescribed to an individual with a disability by a healthcare or mental health professional with whom they have an established relationship. Unlike a service animal, an emotional support animal does not assist a person with a disability with activities of daily living, nor does it accompany a person with a disability at all times. ESAs are only permitted in the individual's assigned residence hall room or on the path leading out of the building for toileting, etc. (per Fair Housing Act) and designated outdoor spaces. ESA's are not allowed in any other buildings/rooms on campus at any time.

Emotional Support animals may not reside in Randolph College housing without expressed approval from the Accommodations Committee, which is obtained via an application process. The application procedure for a student requesting the use of an emotional support animal in the Randolph College residence halls is initiated by the student meeting with the Coordinator of Access Services. The Coordinator will explain the documentation requirements and the rules, regulations, and conditions pertaining to the use of an emotional

support animal in College residence halls. The application process must be concluded (allow up to 30 days) before the residency of the animal is allowed.

Entering Student Rooms

The College reserves the right to enter student rooms to address safety, health, or maintenance concerns or if there is suspicion of a violation of the law or College policy in that room. The College cannot prevent nor prohibit the search of student rooms on College premises by law enforcement officers acting in the performance of their duties. Student rooms will be entered for routine maintenance and custodial purposes and may be entered without prior notice for emergency, health, law enforcement, or safety reasons. Prior to entering a student room, staff will announce themselves and state the reason for entering the room.

Floor Meetings

Continued dialogue is necessary in order for floor units to function effectively as communities. At various times during the year, residence hall staff may call floor meetings in order to facilitate discussion of community standards. If academic or work conflicts prevent their attendance at a mandated floor meeting, a resident is responsible for notifying their RA or HR in advance of the meeting. Failure to attend a required meeting may result in a sanction deemed appropriate by residence hall staff.

Furniture Removal

College assigned furniture (beds, dressers, desks, chairs, wardrobes, etc.) may not be removed from student rooms. Students will incur a charge for furniture that is disassembled, moved out of the room, and/or placed in the hallway or communal space. Students should be in contact with residence life staff if a student requires less furniture in their space for accessibility purposes.

College-owned furnishings and other property (including but not limited to lounge furniture, computers, custodial equipment, a/c units, and campus signs) should not be removed/moved from their assigned locations except by authorized College personnel.

Ghosting

Ghosting occurs when students pay for a residence hall space, but fail to move into their room. If a student fails to pick up their keys by the end of the 2nd week of class, the College reserves the right to change their housing assignment to a space designated as "overflow" to open up further options for room changes. Should the ghosting resident decide to move into their space after a room assignment has been changed, they will be required to live in the newly assigned space until further accommodations become available.

Indoor Sports

Skating, bike riding, and recreational sports intended for outdoor play are not permitted in the residence halls or academic buildings.

Interior Lights

In order to maintain safe passage through our residence halls, including entry and exit, interior lights should be left on at all times when buildings are occupied. Your safety is of the utmost importance to us, and your help is needed to insure that we all continue best safety practices. Please report any light on campus that is not working properly, whether inside or outside, to Buildings and Grounds (B&G) at (434) 947-8109 or to the Reception and Information Desk at (434) 947-8000. You may also place a work order with your Resident

Assistant or Head Resident.

Keys

Keys to residence hall rooms are issued to residential students when they move into the residence halls. Commuter students may be issued a key to their lounge. The keys issued to students remain the property of the College, and students are expected to act responsibly to protect and maintain control of their College issued keys at all times. College-issued keys may not be duplicated, loaned, or given to anyone other than the person to whom the keys were issued. Failure to properly control College-issued keys or improper duplication of keys will result in serious disciplinary action. Missing (lost or stolen) or damaged keys must be reported immediately to the Department of Campus Safety. Missing keys will result in changes in locks that were affected by the loss, and the charge for the re-keying will be billed to the individual student. Replacement keys may be obtained by visiting the Reception and Information Desk. Please allow at least one business day for the locks to be changed out and new keys to be issued. The charge for missing keys is contingent on the costs associated with re-keying the affected locks: \$50 for residence hall room or lounge key, \$20 for a student ID/key card.

Laundry

Laundry facilities are available 24 hours per day in Bell, Moore, Webb and Wright Residence Halls and in the Grosvenor Apartments. They are available to current resident students at no additional charge. Non-students and non-resident students are not allowed to use the campus laundry services. There is also a laundromat convenient to campus in the Boonsboro Shopping Center.

- Please take laundry out of washer/dryer immediately.
- Please remove your clothing from machines no more than fifteen minutes after end of cycle. Students are allowed to move others' clothing to a dryer or clean space fifteen minutes after found.
- Please clean lint filter in dryer after each load.
- Do not use others' detergent, dryer sheets, or fabric softener.
- Students are required to pay for laundry if residing on campus in the summer.

Lock-Out Policy

Any student who requires the assistance of a campus safety officer to unlock the outer door of the residence hall or their room door will be required to pay a \$5 fee for any lock-out in excess of one during the academic year. Students who are locked out of their residence hall or room should contact campus safety for assistance.

Manipulating Housing Assignment Process

Students are assigned a space to reside by the Office of Residence Life. Students should not switch rooms or roommates without the approval of the Assistant Director of Residence Life. Students should also not lobby for or intimidate peers for a particular room assignment during the Room Selection Process. Violations of this policy will result in adjudication through the College's conduct system.

Pets

Students are not permitted to have pets, with the exception of fish (maximum 5 gallon tank), in the residence

halls. A student who has a pet in the residence hall will be required to remove the pet from the campus within 24 hours of receiving notification to do so from an RA/HR or other College staff member. If the student fails to remove the pet as required, the pet will be removed by College officials. Guests of students are also not permitted to have pets in residence halls or any College building. All guests are subject to College policies. Randolph College students are responsible for informing guests of these policies and are responsible for their guests' behavior at all times. The resident hosting a guest with a pet would claim responsibility for this violation and in turn go through the College's conduct process.

Residence Hall Kitchen Utilization

Small kitchens are available for student use in each of the College's residence halls. Students may use those kitchens for personal cooking or group events. The residents of the residence hall in which the kitchen is located are responsible for maintaining the cleanliness and sanitation of the kitchen and for setting their own community guidelines for food to be left in the cupboards and refrigerator. Students who use the kitchen are responsible for cleaning all cooking equipment, dishes, and work surfaces immediately after use. The Residence Hall and Buildings and Grounds Staffs reserve the right to close a kitchen or throw away food items if the residents are unwilling or unable to keep it tidy and sanitary. Please note that frying of any kind may not be done in the residence hall kitchens due to local fire safety regulations.

Room Changes

No room changes will be made until after the second week of classes.

For Students with Roommates:

At the beginning of each academic year, Resident Assistants (RAs) will work with each roommate pair (or trio) to create a mutually agreed upon roommate contract. The purpose of the roommate contract is to establish rules that should govern the activities that occur within a space and the communications that occur between roommates and friends that occupy the space. If you reside with a roommate and find the need for a room change, please follow the protocol outlined below:

Step 1: Meet with your Resident Assistant

- Meet with your Resident Assistant (RA) to share your concerns including why you would like to move to another space.
- The RA will meet with additional roommates individually to learn their perspectives.
- After hearing all perspectives, the RA will hold a mediation conference with the roommate pair (or trio).
- During the mediation conference, residents will be able to voice their concerns aloud in a respectful manner. The RA will serve as the mediator of conversation and will work alongside residents to re-visit and edit the roommate contract that has been set between roommates.
- Roommates will begin following the new rules put in place during the mediation conference.

Step 2: Report to Resident Assistant

- A resident should contact their RA again if concerns do not change after a trial week has passed. A resident should also contact their RA after the trial week if rules from the amended roommate contract are not being followed.
- The RA will document the shared concerns and will meet with the Head Resident (HR) to share what has been reported.

Step 3: Head Resident will Assist

- The Head Resident (HR) will work with the Office of Residence Life to determine next steps.

- If a mediation is the appropriate next step, the Head Resident will meet with each resident independently to learn more about the cause of tension within the shared space. A second mediation conference will take place between roommates and the roommate contract will be re-visited and edited.
- If a mediation with the Head Resident is not the appropriate next step, each resident should be prepared to meet with a staff member from the Office of Residence Life. The staff member will listen to the perspectives of each resident and determine next steps. These steps will be explained to each resident unless there is a concern for a student's personal safety.

Step 4: Schedule an Appointment with the Assistant Director of Residence Life

- If a resident has completed two mediations (one with the RA and one with the HR) in which concerns and behaviors are not changing after a week of adapting to new room rules/policies, they should schedule an appointment with the Assistant Director of Residence Life.
- If your request does warrant a change and there are rooms available, the Assistant Director of Residence Life will help guide you through the room change process.

For Students with a Single Room:

If you reside in a single room and find the need for a room change, please follow the protocol outlined below:

- Contact the Assistant Director of Residence Life to schedule an appointment.
- During your appointment time, please be prepared to share your concerns and reasoning for requesting a new space.
- The Assistant Director of Residence Life will decide whether your request warrants a room change.

For Emergent Situations (Personal Safety or Life Threatening):

If you are experiencing an emergent situation within your assigned residence hall space that is life threatening or poses a threat to your own safety, please be in contact with the Reception and Information Desk as soon as possible. You can report all emergent situations and/or personal safety concerns to a Campus Safety Officer 24/7 by notifying the Reception and Information Desk in person or by calling (434) 947-8000.

For Emergent Situations (Maintenance Issues):

If you are experiencing emergent maintenance issues within your assigned residential space or a common space within the residence halls (i.e. running water, air conditioning/heat isn't working, electrical issues, etc.), please report the concern(s) as soon as possible by notifying the Reception and Information Desk in person or by calling (434) 947-8000. The Reception and Information Desk is staffed by a Communications Officer 24 hours a day and 7 days a week.

Room Selection

Returning students choose their rooms for the following year through the room draw and selection process held in late spring. Rising seniors draw first, followed by rising juniors and rising sophomores, respectively. Room draw is administered by the Office of Residence Life.

Room Vacancies

The Office of Residence Life may assign a student to fill any available vacancy in the residence halls. Available space is determined based on the designated occupancy of the room at the time the current resident was assigned to or selected the room.

Roommate Rights and Responsibilities

Each resident has the following rights; they must also behave in a manner that extends these same rights to their roommate.

Roommate Rights and Responsibilities:

- A. To study and sleep in one's room, free from undue interference.
- B. To expect that a roommate will respect one's personal belongings.
- C. To have a clean environment in which to live.
- D. To lock the door to increase security.
- E. To be assertive.
- F. To be free from intimidation and physical or emotional harm.
- G. To adhere to College policies as listed in the current Student Handbook.
- H. For guest visitation not to deprive a roommate of their right to free access to their room or their right to privacy, study, or sleep, except as agreed to mutually in advance by the roommates.
- I. To adhere to the visitation policy, the negotiated roommate contract, and any agreements made between/among roommates about living conditions in the room. When a resident violates their roommate's rights as defined above, the Office of Residence Life or Dean of Students may require the student who is in violation to move to another room as an outcome of the roommate mediation process or as disciplinary action.

Service Animal

A service animal is a dog trained to do work or perform tasks for the benefit of an individual with a disability. These tasks include, but are not limited to guiding individuals with impaired vision; alerting individuals who are hearing impaired to intruders or sound; providing minimal protection or rescue work; pulling a wheelchair; and alerting an individual to medical or psychological conditions. Service animals are allowed to be in all campus buildings.

It is not required for a person with a service animal to register with the Access Services office, but it is helpful to make an appointment with the Coordinator of Access Services so they can coordinate any needed efforts on their behalf. If the owner of a Service Animal wants the animal to live in campus housing, they must work with the Coordinator of Access Services to review the policies for that.

Students without Roommates

Students not approved for single spaces on campus through the medical single process or traditional room selection should be prepared to receive a roommate at any time as the College reserves the right to assign another student to that space.

An email notification will be sent to the student's Randolph College email account notifying them that they should expect a roommate to move in as well as the date that the roommate would be moving in. If someone is assigned a roommate at any time during the fall or spring semester, or when they leave for the winter break, it is important they be prepared to receive that person by ensuring the following:

- one bed should be cleared and unobstructed
- one desk should be emptied and cleared
- one set of drawers should be emptied and available
- one closet or wardrobe should be emptied and made available
- all assigned College furniture is present in the room

Residents who misrepresent the truth, intimidate assigned or prospective occupants, or otherwise attempt to manipulate the housing assignment process are subject to judicial action, a conduct conference, or an appropriate sanction.

Summer Storage

Randolph College has limited Summer Storage facilities. You may not store your belongings if you live in VA, NC, SC, MD, PA, DE, WV, KY, or TN. To start the process of storing your belongings, please be in contact with the Assistant Director of Residence Life. Each student will need to review and sign a storage agreement form prior to moving their belongings to the designated storage facility.

The College does not assume responsibility for damage to or loss of items placed in storage on campus. Students store items on campus entirely at their own risk. Because the storage spaces are frequently unlocked and are not monitored, students are urged to consider renting storage space at local storage companies for their own protection. Valuables, electronic equipment, legal/identification documents, and irreplaceable or keepsake items should not be stored in on-campus storage spaces.

Items must be removed from storage within 7 days after your designated/approved move-in date at the start of each fall semester. Items left after this time frame will be discarded and a removal fee may be placed on the student's business office account.

Exceptions to this policy should be submitted in writing via email to the Assistant Director of Residence Life and must be reviewed and approved by the Assistant Dean for Residence Life or their designee.

Standard fees include but are not limited to

Violation Type	Violation Description	Violation Sanctions
Bathroom Privacy	More than one occupant in shower, tub, toilet stall	Frist Violation Minimum= Written Warning
		Second Violation Minimum= \$25
Bed Assembly	Beds removed from student room or disassembled	Violation Minimum= \$50
Bed Bunking and Bed Raising	Student Bunking and Raising Bed without help of B&G	Violation Minimum= \$25
	Using unapproved materials to bunk/loft bed	Violation Minimum= \$25
Bicycles	Left in hallways, public areas, or stairwells	Violation Minimum= \$50

Check-Out	Checking Out of Residence Halls after Designated Timeline	Violation Minimum= \$100 per day
	Student room needs to be cleaned beyond reasonable vacuuming	Violation Minimum= \$45
	Using toothpaste to spackle nail holes in walls	Violation Minimum= \$35
Dressers	Stacking dressers not designed for stacking	Violation Minimum= \$25
Failure to Comply	Failure to Comply with Conduct Sanctions	First Violation Minimum= Written Warning
		Second Violation Minimum= \$100 + additional sanctioning
Failure to Submit Identification	Failure to Submit Identification Upon Request	First Violation Minimum= Written Warning
		Second Violation Minimum= \$100 + additional sanctioning
Fire Safety	Items blocking hallways and fire exits	First Violation= \$50
		Additional Violations= Minimum \$100
	Tampering with College fire safety equipment	First Violation= \$50
		Additional Violations= Minimum \$100
	Frying in Residence Hall Kitchens	First Violation= \$50
		Additional Violations= Minimum \$100
	False Fire Alarm/Pulling Fire Alarm	First Violation Minimum= \$250 + additional sanctioning
		Second Violation= Suspension
Furniture Removal	Missing furniture or removal of furniture from room	Violation Minimum= \$50 per item
Guest Mattress	Failure to Return Guest Mattress after Usage	\$25 per occurrence
Indoor Sports	Recreational sports intended for outdoor play occurring in residence halls and academic buildings	First Violation Minimum= Written Warning
		Second Violation Minimum= \$25.00

Pets	Unapproved Pets in Residence Halls	Violation Minimum= \$50, plus additional fine of \$50/day for every day a pet remains on campus after the 24-hour notification period
Projectiles	Throwing projectiles at individuals or college property	First Violation Minimum= Written Warning
		Second Violation Minimum= \$100 + additional sanctioning
Public Decency	Undressing in public, Public urination, and public defecation	First Violation Minimum= Written Warning
		Second Violation Minimum= \$100 + additional sanctioning
Quiet Hours	Quiet Hour Violations	First Violation Minimum= Written Warning
		Second Violation Minimum= \$100 or another appropriate sanction
		Third Violation Minimum= Removal from Apartments or Community Work Service
Smoking/Vaping Policy	Smoking/Vaping where prohibited	First Violation Minimum= Written Warning
		Second Violation Minimum= Minimum \$100 or another appropriate sanction
Visitation Policy	Violation of Visitation Policy	First Violation Minimum= Minimum Written Warning
		Second Violation Minimum= Minimum \$100 or another appropriate sanction
Vomit and Body Spills	Student doesn't clean up own vomit, blood, urine, etc	Violation Minimum= \$50
Windows	Removing window screens	First Violation Minimum= \$50
		Second Violation Minimum= Minimum \$100 or another appropriate sanction
	Sitting, standing, or leaning over window ledges	First Violation Minimum= \$50

		Second Violation Minimum= Minimum \$100 or another appropriate sanction
	Being on the roof of any campus building	First Violation Minimum= \$50
		Second Violation Minimum= Minimum \$100 or another appropriate sanction
	Being on a fire escape of any building when alarm isn't sounding	First Violation Minimum= \$50
		Second Violation Minimum= Minimum \$100 or another appropriate sanction
Withdrawal from College	Student doesn't leave campus by prescribed date	\$50 per day

Visitation/Guest Policy

Visitation privileges at the College allow students to have non-student guests in their rooms in accordance with the policies outlined in this section. Visitation must not interfere with a roommate's right to free access to their room at all times. A roommate must not be deprived of their right to privacy, study time, or sleep because of a guest. Students are reminded that displays of physical intimacy are very private matters and must not be expressed in the presence of others.

Visitation hours:

Upper-class students have guest visitation privileges 24 hours a day, seven days a week. No guest may stay longer than three days/two nights out of any seven-day period unless permission has been granted in advance by the Office of Residence Life.

First-year roommate pairs complete binding roommate contracts during the first two weeks of the Fall semester that address issues of guest visitation. Overnight guest visitation for first-year students is only permitted on Friday and Saturday nights, within the parameters of their chosen visitation agreement. Off-campus guests may visit only until midnight on Sunday-Thursday nights.

Visitation and guest policies for all students:

- All guests are subject to College policies. Randolph College students are responsible for informing guests of these policies and are responsible for their guests' behavior at all times.
- A non-student visitor may remain on campus for no more than three days, two nights inclusive, out of any seven-day period, unless the Office of Residence Life has granted permission for a longer stay in advance. Roommates may negotiate a more limited policy between themselves.
- No guest visitation is permitted during the period prior to classes beginning each semester.
- Students may request a guest mattress from the Buildings & Grounds Department by calling 434- 947-

8109. Students are encouraged to provide 72 hours advance notice if a mattress is requested. Failure to return the mattress by the designated date will result in a \$25 fine.

- All guests must be escorted by a current Randolph College student at all times while on campus.
- Guidelines for use of hall bathrooms by guests will be determined by floor vote (unless already determined by the Office of Residence Life).
- Unescorted visitors may be asked for proof of identity by Residence Life or Campus Safety. College officials may also need to verify which student a guest is visiting if they are found or reported to be in a location unaccompanied by a student.

Wall Hangings

The following materials may not be used on walls, doors, or furniture in student rooms, hallways, or public areas: nails, putty, mounting tape, duct tape, packing tape, contact paper, stickers, gel window clings, super glue, and toothpaste. White poster putty and Command Strips/Hooks may be used to hang items on residence hall room walls. However, students are responsible for removing all putty and command strips/hooks prior to move out. Students will be assessed for damage to walls, doors, or furnishings caused by these materials. Students are encouraged to hang posters and bulletin boards from the picture molding using hooks and fishing line or picture wire.

Windows and Rooftops

Posters, stickers, flags, fabric, or any other items may not be displayed or hung in a manner in which they can be seen by the public outside of residence hall buildings. Items may not be displayed or hung between the glass/window panes and the blinds.

Window screens may not be removed or opened. In addition, the following are prohibited:

- sitting or standing on or leaning over window ledges in any campus building
- climbing out of a window to access the roof of any campus building
- climbing out of a window to access exterior fire escape when the fire alarm in that building is not sounding

Students are not allowed to be on campus rooftops at any time.

Quiet Hours Policy

Students are expected to show consideration of roommates and hall mates at all times and are expected to comply with reasonable requests from other residents or residence hall staff members to lower the noise level of their activity, whether or not quiet hours are in effect. Courtesy Quiet Hours are in effect 24/7.

- The RA and HR will help residents resolve conflicts about noise outside quiet hours.
- Excessive noise may be defined as, but is not limited to, talking loudly in the hallways or music, talking, or shouting that is audible beyond the confines of a student's room.
- Establishment of extended quiet hours is left to the discretion of the residents of a floor or hall, requiring a majority vote of affected residents.
- Exam quiet hours begin several days before the final examination period and extend through the end of the last exam period. Students will be informed in advance of the exam quiet hours.

Students are expected to help maintain an atmosphere suitable for study or sleep during the following hours:

- Weeknights (Sunday evening–Thursday evening) 10 p.m.–8 a.m.
- Weekends (Friday, Saturday, Sunday mornings) 2 a.m.–8 a.m.
- Certain floors or halls may be designated as extended quiet areas. Residents and visitors are expected to comply with established quiet hours in these areas; quiet hours are 8pm-8am on weeknights and midnight to 8am on weekends and may be extended by hall vote.

Students residing in Grosvenor Apartments have an additional responsibility to adhere to quiet hour regulations because they are surrounded by community members who reside in the local neighborhood. A student's privilege to live in the apartments may be revoked due to quiet hour violations resulting in the student moving back onto main campus to live in one of our residence hall facilities.

Required Disclosure of Arrests

College campuses are not immune from the dangers faced elsewhere in society. It has become increasingly important that schools take reasonable steps to help protect the safety of the members of their communities. One such step now being taken by many colleges and universities is a requirement that their students promptly report any arrests involving them.

At Randolph College, students must report within three days any criminal process that has begun for them (whether by means of detention, court summons, citation, or other similar process) no matter where the incident occurs. This requirement applies to any criminal process resulting from felony charges of any nature and charges for offenses involving violence or the threat of violence or serious harm to other people.

Examples include, but are not limited to assault/battery, sexual assault/battery, stalking, resisting arrest, driving while intoxicated or under the influence of drugs, and reckless driving resulting in injury.

If unsure whether a particular arrest is covered under this policy, disclose. While failure to report a criminal process covered by this policy will not result in a Honor Code violation, it can result in referral for possible conduct violations and adjudication.

Disclosures can be made by notifying the Director of Campus Safety at 434-947-8144. A response to your disclosure will be made by the Director of Campus Safety or their designee.

Retaliation

Actions, threats, or other adverse action taken against any person in response to that person's participation in or involvement with the Student Conduct process.

Review and Amendment to the Student Handbook

All sections of The WildCat Way: The Randolph College Student Handbook are subject to change as periodic review and modifications are deemed necessary by the Dean of Students or Provost. An annual review and update of the handbook will be completed each summer by the Dean of Students or their designee.

Secret Societies

Randolph College students are free to associate as they may wish with groups on and off campus. Historically, there have existed a number of secret societies at the College, some dating to the earliest

decades of the College's history. Because secret societies do not have open membership practices, neither the College nor Student Government extends official recognition to these groups. Secret societies are not eligible for funding or other support from the College or Student Government, and they are not allowed to schedule or use public spaces on campus for group activities. Students are responsible individually for any violations of College policy or Commonwealth law, regardless of whether the violation was a part of a group activity. Members of non-recognized societies may not conduct their activities publicly on or off campus, may not sponsor stomps, and may not cover or disguise their faces with masks, hoods, or face paint.

The following policies apply to secret societies:

- 1) Every group, every current member, and every prospective member is responsible for knowing and abiding by all policies listed in this Student Handbook, by Virginia law, and by the Honor Pledge.
- 2) Each student is accountable under the Honor System for their own conduct that occurs as part of a group activity.
- 3) Public activities may not occur on campus in any location including residence halls, academic or administrative buildings, front campus, back campus, the playing fields, the area around the Pines House, the Dell, or any College-owned space.
- 4) No member of a group may cover or disguise their face in any way that would hinder identification of that member.
- 5) No secret society may sponsor a stomp.
- 6) Students involved in violations will be referred to The Dean of Students.
- 7) Any violation of the Honor Pledge will be heard by the Judiciary Committee. The Judiciary Committee hears cases for individually accused students, not for any group of students. In the case of an honor violation associated with the activity of a student organization, each student involved will have a Judiciary Committee hearing in which they will be the accused party. This practice of the Judiciary Committee is based on the fact that each student is as accountable under the Honor System for conduct—one's own and others'—that occurs as part of a group activity as when they act independently.
- 8) The Judiciary Committee may recommend to the Dean of Students or to Student Government, on the basis of Judiciary Committee investigations and hearings, that sanctions be applied to a student organization.

Sleeping/Spending the Night in Lounges and Public Spaces

Sleeping or staying overnight in residence hall lounges or any public space located in residence halls is against College policy. Setting up a lounge or public space as your personal residence hall room is not permitted. These policies also apply to guests of the College.

Smoking and Vaping Policy

Smoking and vaping are not permitted inside any college facility and is prohibited within 30 feet of all entrances; exits; windows; air conditioning units or other ventilation intake systems; and covered porches/entryways of any building owned by Randolph College.

Smoking and vaping are allowed outdoors on the Randolph College campus, as long as the smoker is the requisite distance from buildings and properly disposes of all smoking materials. For the convenience of

smokers, there are designated smoking areas with ashtrays and seating located as follows:

- Beside the Chapel on the path that leads to the Pines House
- Outside Leggett Hall in the grassy area facing Main hall
- Front Campus in the Gazebo

The campus community will be duly notified if there are changes in the College's policy. Violations of the Smoking and Vaping Policy by students will be adjudicated by Conduct Hearing Officer; violations of the Smoking and Vaping Policy by staff or faculty will be adjudicated by the Director of Human Resources.

Solicitation and Electioneering

Solicitation or electioneering is not permitted in the dining hall. Solicitation or electioneering may take place at the tables outside the dining hall, if properly registered, approved, and sponsored by a student organization.

Sportsmanship at College Athletic Events

The ODAC promotes good sportsmanship by student-athletes, coaches, and spectators. We request your cooperation by supporting the participants and officials in a positive manner. Profanity, racial or sexist comments, or other intimidating actions directed at officials, student-athletes, coaches, or team representatives will not be tolerated and are grounds for removal from the site of competition. Consumption or possession of alcoholic beverages is prohibited. Smoking and vaping is prohibited at all WildCat athletic events.

Unsanitary Conditions

Any action that creates unsanitary and unsafe conditions in residential buildings and adjoining property outside the residence halls is prohibited.

Vandalism

Vandalism is prohibited and includes any action that is deliberate, malicious, careless, or negligent destruction of College property or the property of others. Any action in which College property is used for anything other than its intended purpose is also prohibited.

Adjudication of Policy Violations

Reported violations of College Social Policies and Community Standards may be adjudicated by one or more of the following judicial entities: an Administrative Hearing Panel or a Conduct Hearing officer (as assigned by the Dean of Students). Any student with a disability needing accommodations in the adjudication process should notify The Dean of Students. If a student is unsure about their accommodations, the student may contact the Coordinator of Access Services for a confidential consultation.

Conduct Hearing Officers

Conduct Hearing Officers are empowered to hear cases of potential violations of College Policy as determined by the Dean of Students, including but not limited to:

- Alcohol use

- Damage to public areas
- Failure to comply
- Quiet Hours
- Smoking/Vaping
- Visitation
- Fire safety
- Housing policies

If a student is alleged to have committed a violation of a social or housing policy, and it is the student's first or second policy violation in a given academic year, the case will be heard by a Conduct Hearing Officer. Further violations or violations of a significant nature as deemed by the Dean of Students may be adjudicated through the Administrative Hearing process. During the conduct conference, the student may request an Administrative Hearing.

Administrative Hearing

Violations of College policies that are not under the specific jurisdiction of the Judiciary Committee, the Sexual Misconduct Hearing Panel, or heard by a conduct officer are addressed through the Administrative Hearing process. If a student is alleged to have committed a violation that will be adjudicated administratively, they may be given the opportunity to choose one of the following options: 1) to have the Dean of Students or the Dean's designee hear the case, determine whether the student committed the alleged violation, and impose sanctions; or 2) to have an Administrative Hearing Panel hear the case, determine whether the student committed the alleged violation, and impose sanctions. Any Administrative Hearing Panel will be comprised of three administrators from the senior or mid-level management of the College; the specific individuals will be chosen for the Panel by the Dean of Students. If the Dean of Students believes that the severity of the matter warrants, or if the Dean believes that they could not provide a fair hearing for the student, the case will be heard by the Administrative Hearing Panel described above.

Sanctions

Integrity of the Student Conduct Protocol Process

The confidentiality guidelines of the Honor System apply to all matters heard by an Administrative Hearing Panel and any Conduct Hearing Officer. Anyone who is involved in, is witness to, or is interviewed regarding a potential violation is honor bound to maintain confidentiality according to the Honor System guidelines.

Occasionally, an alleged policy violation may include allegations of lying or other potential honor violations. In such instances, a Judiciary Hearing may be warranted.

Possible Penalties for Violations

The following are sanctions that may be imposed by the disciplinary hearing entities at the College (e.g., Judiciary Committee, Judiciary Appeals Committee, Administrative Hearing, Conduct Hearing Officers, or Sexual Misconduct Hearing Panel) if a student is found guilty of violating a College policy or standard. This list is not exhaustive or in order of severity.

- Community or campus work service: Community or campus work service is a disciplinary

sanction that affords the opportunity for a student to contribute to the betterment of the campus or community through work assigned by the Office of the Dean of Students. While completing community or campus work service hours, students may participate in a variety of tasks ranging from clerical duties, general maintenance, and/or grounds improvement. As a condition of sanctioning, students are obligated to complete community or campus work service hours. Situations that result in an inability to complete assigned hours will be promptly evaluated and may result in further sanctioning.

- **Conduct Probation:** Conduct probation is a disciplinary measure that sets forth certain restrictions related to activities, privileges, use of facilities, and general participation in various College events. Additionally, if while on conduct probation a student is found guilty of further violations of any College policy, they should expect more severe disciplinary action, to include suspension or expulsion.
- **Educational assignments:** A student may be assigned an educational assignment such as a presentation, paper, or course that helps facilitates student learning. Another example of an educational assignment is being asked to work with a mentor.
- **Reassignment of College Housing:** When the misconduct of a student is of a severe nature, the student may be removed from their current housing assignment and reassigned to another space on campus. Ordinarily, a student will receive a warning before being reassigned, however, in some circumstances a reassignment may be warranted without warning.
- **Referral:** A student may be referred to an office on campus who may be able to assist a student through challenges they face, such as the Counseling Center or Academic Services Center.
- **Removal of appliances which are prohibited by College policy or equipment (such as, but not limited to stereo, television, etc.) used to violate policy.**
- **Removal from College Housing:** When the misconduct of a student is of a severe nature, the student may be removed from College housing. In such cases, the student be required to live off campus for a given period of time and will not receive a refund of room and board fees for the semester in which the removal takes place. Ordinarily, a student will receive a warning before being removed from College housing, however, more serious matters of misconduct may result in immediate removal without warning.
- **Reprimand:** A reprimand is an expression (verbal or written) of strong disapproval of a student's behavior. Ordinarily, a reprimand serves as a warning and that behavior may result in more severe sanctioning to include conduct probation and possible suspension from the College for a stated period of time.
- **Restitution:** Restitution is when the actions of a student result in damage, destruction, misuse, or misappropriation of another student's property or College property. The student will be assigned in lieu of or in addition to the sanction, a reasonable fine or cost of repair or replacement to the satisfaction of the individual(s) or the College. Failure to meet the restitution obligation by the stated deadline may result in a further fine, a "hold" on a student's transcript or diploma, and/or an additional disciplinary sanction that may include suspension from the College.

- Restorative Justice: Restorative justice is a sanction that focuses on the rehabilitation of the offending student through reconciliation with other students and the campus community at large. Campus work service may be a part of this disciplinary measure.
- Restrictions: A student may have restrictions placed on their use of facilities, participation in activities, or exercise of privileges.
- Suspension: Suspension is the separation of a student from the College for a specific period of time, often one or two semesters. Suspensions often result from violations of policy of a significant nature, multiple policy violations at one time, repeated violations of college policy, or violation of probation.
- Expulsion: Expulsion is the permanent separation of a student from the College. Expulsions often result from violations of policy of a significant nature, multiple policy violations at one time, repeated violations of college policy, or violation of probation.

Disciplinary Suspension or Expulsion

Students who are on disciplinary suspension or have been expelled from the College may visit the campus only with the expressed, written permission of The Dean of Students or their designee.

Policy Violation by a Student Organization

The following are the criteria for determining whether the violation in question is a student-organization violation:

- A violation was committed by one or more members of the organization and was sanctioned by the organization's leader(s).
- A violation was committed by one or more members of the organization, and organization funds were used to finance the venture.
- A violation was committed by one or more members of the organization and was supported by a majority of the organization's membership.
- A violation occurred in the course of or as a result of an organization-sponsored function.

If it is determined that the conduct of a Student Government-recognized student organization may have violated College policy, the organization will be referred to an Administrative Hearing or conduct Hearing Officer. In the case of an honor violation associated with the activity of a student organization, each student involved will have a Judiciary Committee hearing in which they will be the accused party. Each student is as accountable under the Honor System for conduct—one's own and others'—that occurs as part of a group activity as they are when they act independently. The Judiciary Committee may recommend to the Dean of Students or to Student Government, on the basis of Judiciary Committee investigations and hearings, that sanctions also be applied to a student organization.

Student Conduct and Potential Honor Violations

If a violation includes a potential honor offense, a student may be asked to report themselves to the Judiciary Committee.

All conduct processes are governed by the honor process, and students identified as having a potential honor

offense during the course of a conduct process may be asked to report themselves to the Judiciary Committee.

Appeal

To appeal the decision of the Administrative Hearing Panel or a Conduct Hearing Officer the student's appeal must be in writing and submitted within six days (exclusive of the examination period) following the decision of the Panel or Officer. The written appeal must be presented to the Dean of Students or their designee.

The appeal must be based on one or more of the following: new evidence relevant to the reviewed matter and why it was not available at the time of the hearing, a perceived violation of due process and justification for the claim, and excessive sanctions with an explanation for the reason for such claim.

The Community Standards Appeal Board will be chaired by The Dean of Students (DOS) or his /her designee. The DOS will select two other administrators to join the panel. The chair of the Administrative Hearing Panel or the conduct officer will serve as a resource to the Board, but has no vote.

Community Advisory Committee

The Community Advisory Committee is comprised of staff, faculty and students at Randolph College who meet as needed to advise the administration regarding matters that pose or could potentially pose a threat or threats to our community (or its members) and our positive campus environment. The Committee members are appointed annually by the President and shall include at least two students, two faculty members, and two staff members, one of whom shall be the Director of Identity, Culture, and Inclusion. It shall be chaired by the Director of Identity, Culture, and Inclusion. The Dean of Students and the Provost shall serve perennally on the Committee as non-voting ex-officio members. The Committee may be convened anytime at the request of the President, Dean of Students or Provost when a legitimate concern emerges regarding an incident that breaches or could potentially breach Randolph College's positive educational environment; examples include (i) a hate incident, (ii) an incident of intolerance, (iii) an infringement of the rights of another person, or (iv) a perceived need for a programmatic response to significant community challenges that are not being addressed through existing policies or protocols. The Committee may also be convened to provide advice and guidance to the Senior Staff of the College regarding development of policy concerning hate incidents and hate crimes as defined in the Hate Incident Protocol dated July 2009.

Student Life: People, Place, and Programs

Dean of Students Office

The purpose of the Division of Student Affairs is to enhance the learning environment for students by stimulating global citizenship, curiosity, integrity and wellness. Student Affairs works to enhance the overall quality of campus life, establish a sense of community, and enable all students to realize their fullest potential. Student Affairs serves as a resource to all students for information and support.

Athletics and Fitness

A healthy body is an essential component to intellectual growth and academic success. Randolph students lead active lifestyles and play as hard as they work. Randolph supports them through healthy dining options, workout facilities, an active health and counseling center, sports and more.

Facilities

Randolph Athletics and Dance Center (RAD)

The RAD is home to a five-lane pool, weight and fitness center, locker rooms, dance facilities, aerobics room, and athletic training facilities. The RAD is home to the physical education and dance departments as well as athletic and administrative support offices.

WildCat Stadium

Randolph College's multi-purpose playing field and track serves as the home of the WildCats' soccer, lacrosse, and track and field programs, as well as our community of fans.

WildCat Stadium features a synthetic turf playing field and an eight-lane all-weather track, and is lit to provide for nighttime competition and practice. The complex includes permanent seating, a press box, and a concession area.

Softball Complex

The Randolph College Softball Complex is home to the Randolph softball squad. Spectators enjoy some of the best views to watch a softball game, as the large hill surrounding the home plate area provides a stadium-like feeling. The playing surface is well maintained and includes a 70' batting cage. Bleacher seating is available on both sides and an elevated seating area for lawn chairs down the right field line gives fans a box seat feel for WildCat softball contests.

Tennis Courts

The Randolph College tennis complex features eight hard surface courts. Convenient court caddies, which attach to the nets at each court, provide storage for tennis balls, clothing, and drinks.

Varsity Athletics

Randolph student athletes excel both on the playing field and in the classroom! Our expanding athletics program offers NCAA Division III intercollegiate sports for women and men in basketball, soccer, lacrosse, swimming, tennis, track and field, and cross-country; and for women in softball and volleyball. Randolph College is a member of the Old Dominion Athletic Conference, ODAC. WildCat fans turn out to cheer for all men and women's teams.

Campus Safety

We strive to provide the highest degree of services to our community each and every day, and we are committed to keeping our campus a safe place to learn, live, and work.

In addition to providing emergency and non-emergency responses, campus patrols by foot and marked vehicles, crime prevention information and emergency preparedness training; the Department of Campus Safety is responsible for many other campus services including:

- Staffing of the College's Reception and Information Desk 24/7 with qualified Communications Operators
- Immediate radio dispatch of Campus Safety Officers to emergency and non-emergency situations, crime and incident reports, and requests for service
- Monitoring of Campus Emergency Alarm Systems, including fire and intrusion alarms

- Monitoring of Card Access System and passive observation of Closed Circuit Television System
- Coordination of Transportation and Shuttle Services
- Maintaining a centralized Lost and Found area
- Assisting campus motorists with minor vehicular issues
- Production and maintenance of the Randolph College Paw Pass
- Conducting Security Assessments and suggesting safety improvements

Campus Safety is dedicated to providing a safe environment for all who reside, teach, and endeavor here. We sincerely hope that each of you will take an active role in preserving the safety and security of our community. Bill Breedlove, the director of campus safety, may be contacted directly by dialing 434-947-8144 or via email at bbreedlove@randolphcollege.edu.

Counseling Center

College life can be stressful! The staff of the Randolph College Counseling Center offers free and confidential professional mental health support to all full-time students, including commuter, non-traditional age students, and graduate students.

Counseling Center Hours and Appointments

Located in the Terrell Building.

Phone: 434-947-8158

Fax: 434-947-8106

Normal hours during the regular academic year only

Monday–Friday 9 a.m. – 4 p.m. for scheduled appointments and daytime emergencies

Call or stop by to make an appointment or use our 24-hour online request form at

<https://randolphcollege.titaniumhwc.com/>

After hours and for emergencies, contact the Reception and Information Desk (RaID) at 434-947-8000 (or extension 8000 from a campus phone) and ask for the Head Resident on call or Campus Safety.

Health Center

The Health Center provides non-emergent outpatient care, and health education services for all full-time students. A Nurse Practitioner, a college health Registered Nurse, and an Administrative Assistant staff the Health Center. The Health Center provides treatment for minor injuries and illnesses; provides consults on issues such as nutrition, weight management, and contraception; and makes referrals, as appropriate, to off-campus specialists.

Health Center Hours and Appointments

Located in the Terrell Building.

Phone: 434-947-8130

Fax: 434-947-8106

The Health Center is open Monday through Friday, 9am-4pm, when the College is in session.

Appointments are required; however, the Health Center staff may accommodate walk-ins when possible.

If the Health Center is closed, and you have an urgent medical problem, call the Reception and Information Desk (RAID) at 434.947.8000 for further instructions and to be connected to appropriate personnel.

International Student Services

Randolph College is a community of originals, and our international students are an integral part of that environment. The College is truly a global community. An international perspective is one of the hallmarks of the College's educational program. As an international student, you will find Randolph a welcoming and comfortable place to call home. Randolph welcomes international students as degree-seeking students or as one-year, non-degree-seeking students.

Multicultural Services

Randolph's rich diversity and strong sense of community allow students to develop an appreciation for others and the differences that make them unique. The College is committed to providing an educational environment that is enriching both intellectually and interpersonally. A prominent feature of this environment is the sense of community that is a result of the strength of the College's residential living experience. Through on-campus residency, students develop strong interpersonal connections with their peers, enjoy social and educational experiences together, develop the ability to negotiate solutions to community and personal issues, and learn to appreciate the rich diversity of cultures, opinions, talents, and experiences that our community offers. The majority of traditional students live in one of the College's six residence halls and Grosvenor Apartment Community, making the campus a true living-learning environment.

Residence Life

When you live on campus at Randolph, you join a warm, welcoming community that is tradition-rich and full of fun. All six residence halls and an apartment complex boast comfortable furnishings, internet access, and communal bathrooms & kitchens. Card access readers are located at each residence hall entrance for an extra measure of security. In most of the residence halls, you will mix with students from other classes, forming cross year friendships. In every residence hall you'll interact with students from across the United States and around the globe as you expand your worldview and make life-long friends.

Residence Staff

You will find plenty of support should you need it. Each hall is staffed by a student hall director (Head Resident) responsible for building safety, student well-being, and staff supervision. Resident Assistants (RAs) build community, resolve conflicts, and address safety issues. However, they will not be intruding on your autonomy: Randolph's Honor System means we trust you to live by the highest standards of honesty and integrity.

Our Residence Halls

Randolph has six traditional-style residence halls and an apartment complex, each with its own unique character.

Bell Hall is connected to the dining hall and is adjacent to the primary student parking lot. Bell features a laundry room, lots of storage space in student rooms, and a kitchen on each floor.

The Grosvenor Apartment Complex is located across the street from the main campus, adjacent to the Admission Welcome Center. Each apartment has a kitchen, dining area, balcony or patio, one or two

bedrooms and bathrooms, and a living area. The complex also has laundry facilities on site. This residence space gives students a housing option where they can live more independently.

Main Hall is centrally located and is registered as a Virginia Historic Landmark. Main is unique in that classrooms, offices, and the Student Center share the first level while the upper floors house students.

Moore Hall is located near the library and mailroom. It is connected to Main Hall by the trolleys and is home to the Sports and Exercise Science program. Moore features a laundry room and the opportunity for extended quiet hours in the living spaces. The campus Food Pantry and a quiet study lounge entitled Chillhowie Corner are located on the first floor of Moore.

Webb Hall is located near the Student Center and directly uphill from the Terrell Health and Counseling Center. Webb features laundry facilities and large lounge spaces for studying, relaxing, and socializing.

West Hall is connected to the dining hall on the ground floor and to Main Hall via the trolleys. West has generous lounge spaces including a quiet study lounge entitled Wanda's Den. A free library is located in West's lobby that often features textbooks and novels.

Wright Hall is connected to the dining hall. Wright Hall is the first building on campus to receive Leadership in Energy and Environment Design (LEED) certification. The 108 year-old residence hall underwent major renovations that included a new HVAC system, an elevator, new furniture, new laundry rooms, a new kitchen, and remodeled bathrooms.

Spiritual Life

Randolph College has a proud history of religious and spiritual engagement and acceptance. The ethos of Randolph College is ecumenical. The College assists students of all faiths in developing and promoting programs nourishing spiritual life and provides opportunities for religious fellowship and outreach. Lynchburg has a rich assortment of churches and other congregations welcoming Randolph College students into their membership as well, and many will provide transportation to Randolph College students for their services. For information about specific churches, services, and other religious life information, please contact the Office of the Dean of Students at 434-947-8119.

Student Activities, Clubs, and Opportunities

From a Capella to zombie hunting there is always something happening at Randolph.

With more than 30 student clubs and organizations, Randolph College offers many opportunities for involvement and leadership. Whether serving as a student-docent at the Maier Museum of Art at Randolph College, performing in the many theatre, dance, or music programs, serving in Student Government, working in the College's student-run Organic Garden or for the student radio station, or taking part in one of the many other clubs and organizations on campus, students are able to pursue their passions outside of the classroom.

Leadership

Student Government Association

Student Judiciary

Davenport Leadership Program

Student Athletes Advisory Committee (SAAC)

Community Fellows

Randolph Programming Board (RPB)

Resident Assistants & Head Residents

Black Student Alliance

Bridges not Walls (known as Bridges, the LGBTQ+ and allies group)

Arts

A Capella ensembles

Chamber orchestra

Chorale

Dance

The Greek Play and ancient drama

Museum docents

Theatre

Vocal jazz ensemble

Student Media

Literary magazine

Newspaper

Student Organizations

Visit the student activities website for a complete list of officially recognized student clubs and organizations.

Competitive Academics

Ethics Bowl

Mathletes

Model United Nations Team

Student Leadership

Student leadership is an integral part of campus life, and students are offered opportunities for leadership positions as early as their first year.

The Student Government is the main avenue for students to express their voice in the activities of the College.

The competitive Davenport Leadership Program provides students with an opportunity to learn and build attributes that have long been associated with leaders: self-awareness, communication, critical thinking, self-confidence, initiative, motivation, conflict management, goal setting, working in teams, and problem solving. The program helps students to understand the connections between their academic work, social and co-curricular choices, and their participation in community service.

Student Rights and Freedoms

The responsibility to secure and to respect general conditions conducive to the freedom to learn is shared by all members of the academic community. The purpose of the Joint Statement of Rights and Freedoms of Students is to enumerate the essential provisions for the freedom to learn.

Freedom of Access to Higher Education

Randolph College does not discriminate on the basis of race, color, ethnic origin, handicap, religious persuasion, gender or gender identity, sexual orientation, or age in the administration of its educational policies, and maintains such nondiscriminatory policy in all aspects of operation.

College programs, facilities and services, on and off campus, are open and made available to all enrolled students.

In the Classroom:

The professor in the classroom and in conference should encourage free discussion, inquiry, and expression. Student performance should be evaluated solely on the basis of academic considerations, not on opinions or conduct unrelated to academic matters.

Protection of Freedom of Expression:

Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.

Protection Against Improper Academic Evaluation:

A student who believes that their professor has not evaluated them fairly should follow the process described in the Grievances (Academic) section of this Student Handbook.

Protection Against Improper Disclosure:

Information about student views, beliefs, and political associations that professors acquire in the course of their work as instructors, advisors, and counselors should be considered confidential. Protection against improper disclosure is a serious professional obligation. Judgments of ability and character may be provided under appropriate circumstances, normally with the knowledge and consent of the student.

Student Records

The College complies with the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended (often referred to as the “Buckley Amendment”), which protects the privacy of educational records, establishes students’ rights to inspect their records, provides guidelines for correcting inaccurate or misleading data, and permits students to file complaints with the Family Educational Rights and Privacy Act Office. Specifically, students are afforded the following rights with respect to their educational records:

The right to inspect and review the student’s education records within 45 days of the day the College receives a request for access:

Students should submit to the Registrar, Provost, Dean of Students, chair of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and will notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, the

official shall advise the student of the correct official to whom the request should be addressed.

The right to request the amendment of the student's education records that the student believes are inaccurate or misleading:

Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosures without consent:

The right to inspect a student's academic record is limited to the student. Access to students' records, except directory information, which may be released, is never granted to individuals from off campus requesting information, unless the student involved has given written permission or as applicable law requires.

Directory information is defined as the student's name, photograph, college email address, program of study, degrees granted and awards received, city and state of home address, classification, enrollment status, dates of attendance, participation in officially recognized activities and sports, and height and weight of members of athletic teams. Students may restrict access to their directory information by contacting the Registrar's Office and filing a written request. In addition, the College will publish for internal use a student directory which includes names, pictures, campus addresses, major and class year. Further, to minimize the risk of improper disclosure, academic and disciplinary records are kept separate.

The College expects that students will discuss their academic progress with their parents. Students may authorize disclosure of information to parents or anyone else by completing a "Consent to Disclose Information from Education Records" form available in the Registrar's Office. Upon request the College will exercise its discretion to disclose information from the student's education records to authorized individuals under the following circumstances: 1) through the written consent of the student; 2) by submission of evidence that the parents declared the student as a dependent on their most recent Federal Income Tax form; 3) and in compliance with a subpoena. In cases of divorce, separation or custody, when only one parent declares the student as dependent, an institution may grant equal access to information from the student's education records. However, when access is given to one parent, the College must grant equal access to the other parent upon their request with the submission of written consent, unless there is a court order, state statute, or legally binding document stating otherwise. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including campus safety personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing their tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibility.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with requirements of FERPA:

The name and address of the office that administers FERPA is Family Policy Compliance Offices, U.S. Department of Education, and 400 Maryland Avenue SW, Washington, D.C. 20202-4605.
Consumer Information Requirements

See the chart below for details about what information must be disclosed and from which office the information may be requested.

<u>What must be disclosed?</u>	<u>Department</u>
Rights under FERPA	Registrar
FFEL Deferments for Peace Corps or Volunteer Service	Financial Aid
Available Financial Assistance	Financial Aid
Institutional Information	Institutional Research, Planning, and Assessment
Cost of Attendance	Business Office
Refund Policy	Business Office
Withdrawal Policy	Provost
Requirements for return of Title IV for withdrawn students	Financial Aid
Academic Programs	Provost
Entities that accredit, license, or approve College Programs and procedures for review	Provost
Special Services for students with disabilities	Provost
Employees responsible for financial assistance disclosure and how to contact them	Financial Aid
Study abroad program and Title IV assistance	Financial Aid
Graduation and Transfer Rates	Institutional Research, Planning, and Assessment
Campus Security Report	Campus Safety

Judiciary Committee Records

For any case in which the accused student is found guilty and the verdict is not later reversed on appeal, the following materials are maintained permanently in the Office of the Provost: a copy of the Judiciary Committee Chair's letter notifying the student of the verdict and the sanctions imposed; the case statement; the investigator's report; any physical evidence presented at the hearing; the audiotape of the hearing. The

materials are not maintained in the student's personal files but in a separate records system. Access to these materials is limited to the following persons: the student; the Chair of the Judiciary Committee; the Provost; the Dean of Students; those authorized by the Provost or the Dean of Students; and the President of the College. Access to any other individual may only be granted by written permission of the student.

The suspension or expulsion of a student by the Judiciary Committee is recorded in the student's permanent record but not on the transcript.

Student Affairs

Freedom of Association.

Students are free to organize and join organizations in order to promote their common interests.

1. To initiate and form a local campus organization with Student Government recognition, students must submit the constitution of the proposed organization to the Student Government Vice President, who shall present the constitution to the Student Senate for approval.
2. Student organizations recognized by Student Government may be requested to submit a statement of purpose, criteria for membership, rules of procedures, and a current list of officers. They should not be required to submit a membership list as a condition of Student Government recognition.
3. Affiliation with an extramural organization should not of itself disqualify a student organization from Student Government recognition.
4. All recognized campus organizations must be open to all students without respect to race, sex, gender, color, ethnic origin, national origin, disability, sexual orientation, religious persuasion, or political doctrine.

Student Participation in Institutional Governance.

As constituents of the academic community, students are free, individually and collectively, to express their views on issues of institutional policy and on matters of general interest to the student body.

The Student Government provides channels for expression and action. The Constitution of the Student Government of Randolph College defines the means through which students may participate in the formulation and application of institutional policy affecting academic policies and student government.

Student representatives are included on the following College Committees:

- a. Academic Personnel Two students serve on a subcommittee to consider personnel complaints about faculty from students as a final board of appeals.
- b. Curriculum Two student members.
- c. General Education Two student members.
- d. Campus Events Three student members.
- e. Institutional Effectiveness One student member.

Student Publications.

Student publications and radio broadcasting are major contributors to the atmosphere of free and responsible discussion and intellectual exploration. They influence student opinion on various issues on campus and in the world at large and are a means of bringing student concerns to the attention of faculty, administrators, and Trustees.

The College delegates complete editorial responsibility for the student press to students and provides sufficient editorial freedom and financial autonomy to maintain the integrity of the student press as a vehicle for free inquiry and free expression in an academic community. Therefore, the editorial freedom of student editors and managers entails corollary responsibilities to be governed by the canons of responsible journalism, such as the avoidance of libel, indecency, undocumented allegations, attacks on personal integrity, and the techniques of harassment and innuendo.

The following provisions are safeguards in the editorial freedom of the student press:

1. The student press is free of censorship and advance approval of copy. Editors and managers are free to develop their own policies for editorial writing and news coverage although guidelines may be imposed by the Student Government as the publisher of each student publication.
2. The editor-in chief and managing editor of each student publication and the manager of the radio station are appointed by a selection committee comprised of representatives from the staff of the publication or station, Student Government, the Office of the Dean of Students, and the faculty.
3. No editor or manager will be subject to arbitrary suspension or removal from office because of student, faculty, administrative, or public disapproval of editorial policy or content.
4. Any action on the removal from office of an editor or manager must be brought before the Editorial Review Board. The Board shall have the power of removal. The Board shall be comprised of the President of Student Government as chair, the Chair of the Judiciary Committee, the President of the College, the Director of College Relations, a student representative from the publication under review excluding the editor, and a faculty member appointed by the Faculty Representative Committee. The editor or manager under review will have the right to explain and defend their actions before the Editorial Review Board.
5. All student publications containing expressions of opinion shall state that opinions there expressed are not necessarily those of the College or of the student body.

Off-Campus Freedoms of Students

Exercise of Rights of Citizenship.

College and university students are both citizens and members of the academic community. As citizens, students should enjoy the same freedom of speech, peaceful assembly, and right of petition that other citizens enjoy and, as members of the academic community, they are subject to the obligations that accrue to them by virtue of this membership. Faculty members and administrative officials will ensure that institutional powers are not employed to inhibit such intellectual and personal development of students as is often promoted by their exercise of the rights of citizenship both on and off campus.

Institutional Authority and Civil Penalties.

Activities of students may upon occasion result in violation of the law. In such cases, institutional officials will be prepared to advise students of sources of legal counsel and may offer other assistance. If students who violate the law incur penalties prescribed by civil authorities, institutional authority will not be used merely to duplicate the function of general laws but may be invoked where the institution's interests as an academic community are distinct and clearly involved. Institutional actions should be independent of community pressure.

Procedural Standards in Disciplinary Proceedings

In developing responsible student conduct, disciplinary proceedings play a role as do counseling, guidance, and admonition. In circumstances when disciplinary procedures are necessary to resolve problems of student

conduct, proper procedural safeguards will be observed to protect the student from the unfair impositions of serious penalties.

Standards of Conduct Expected of Students.

The Honor System and College policies published in this Student Handbook constitute formal statements of standards that all students must maintain. Infractions of the Honor System are within the jurisdiction of the Judiciary Committee. Upon enrollment at Randolph College, all students are bound by the expectations of the Honor System. Infractions of College policies are handled by a hearing officer or an administrative hearing panel; the method of adjudicating an infraction is described in the section of this Student Handbook that describes the infraction.

In addition, the administration has set forth the following as unacceptable forms of behavior. Violations will be handled in an administrative hearing.

1. Any action that disturbs the academic pursuits or infringes upon the privacy, rights, privileges, health, or safety of other persons.
2. Any action that involves the disruption or obstruction of teaching, research, administration, or other college activities.
3. Unauthorized entry into or damage to College property or to property of a member of the College or any visitor to the College.
4. The use of obscene language in public or in connection with the official life and program of the College.

Investigation of Student Conduct.

1. Except under extreme emergency circumstances, premises occupied by students and the personal possessions of students shall not be searched unless appropriate authorization has been obtained. For premises such as residence halls controlled by the institution, staff requesting access shall make application to the Dean of Students for authorization. The application must specify the reasons for the search and the objects or information sought. The student should be present, if possible, during the search. For premises not controlled by the institution, including cars parked on campus and locked items in residence hall rooms, the ordinary requirements for lawful search shall be followed.
2. Students detected in violation of institutional regulations should be informed of their rights if proof of guilt would have serious consequences. No form of harassment will be used by institutional representatives to coerce admissions of guilt or information about conduct of other suspected persons.

Status of Student Pending Final Action

Pending action on the charges, the status of a student will not be altered, or their rights to be present on the campus and to attend classes suspended, except for reasons relating to the safety and well-being of themselves, of others, or of College property.

The Judiciary Committee Procedures

Refer to the Honor System section at the beginning of this publication.

Provisions for Revising Joint Statement

Amendments and revisions must be approved by the faculty, students, and Trustees. A simple majority vote of each of the three bodies will constitute passage.

General Information

Abbreviations

B&G	Buildings and Grounds
PO	Provost Office
DOS	Office of the Dean of Students
HR	Head Resident (Residence Hall Staff)
QPR	Quality Point Ratio (grade point average)
RA	Resident Assistant
RPB	Randolph Programming Board
SDD	Senior Dinner Dance
SG	Student Government

Bicycle Registration and Storage

Bicycles kept on campus must be registered with Campus Safety. During the academic year, bicycles may only be stored on the racks located outside the residence halls. Bicycles left in hallways, public areas, or stairwells during the academic year will be removed, and the owner of the bicycle will receive a \$50 fine from the Office of Residence Life. Bicycles left on exterior bike racks over the summer without permission from Campus Safety will be sold or donated to charity.

Chalk Policy

Chalk is allowed only on concrete sidewalks and blacktop surfaces. Chalk may not be used on vertical surfaces or brickwork at any time. No chalk is allowed on front campus. Chalk may not be used under covered porches, under the trolleys, or on stairways. Chalk must not be used to advertise alcoholic beverages or use obscene language in any way.

Delays and Cancellations: Notification Policy

In the event that the College schedule will be altered due to weather conditions or other emergencies, an e-mail alert will be sent to all students, staff, and faculty and a text alert will be distributed to those who have registered for college alerts. Delays and cancellations at the College will also be broadcast on local radio and TV stations and will be posted on the College's Facebook and Twitter accounts. If a class is canceled due to a professor's illness, the Office of the Provost will place a signed and dated notice on the classroom door notifying students of the situation. In the event that a class is canceled, the professor may designate a make-up day for the class.

Exam Honor Assemblies

The self-scheduled exam system is a privilege extended to Randolph College students by the faculty and administration of the College. Given the significant level of individual student responsibility required by the system, attendance at an Exam Honor Assembly is required of a student each year that they are enrolled at the College.

All regularly enrolled students are required to attend one of the Exam Honor Assemblies scheduled before the final examination period in the fall semester. This includes students who do not have a scheduled or self-scheduled exam to take during the final examination period. During spring semester, any regularly enrolled student who was not enrolled on campus during fall semester will be required to view the videotape of the prior semester's honor assembly before signing a pledge card.

Only a grave, unforeseen circumstance will constitute an acceptable reason for not attending one of the two scheduled Exam Honor Assemblies. Any student who fails to attend one of the Exam Honor Assemblies

must submit a written appeal to the Dean of Students in order to take examinations or to have written work assigned as all or part of an examination accepted by a professor.

Gaming and DVDs

Federal law prohibits playing videos or DVDs on any television in a student lounge or public area, unless the appropriate licensing fee has been paid. See the Coordinator of Student Engagement for more information on the public showing of videos.

Information Technology Resource Policy

The Information Technology Resource Policy applies to all of the Randolph College community including students, faculty, administrators, staff, alumnae/i, contract employees, and those who may be granted a guest computer account on a request basis by the system administrator. Our IT Resource Policy governs all network users. This includes all computers and software owned by the College, any communications hardware and software provided by the College for the purpose of accessing its computers, and any computer network governed in part or whole by the College. Any member of the community who violates IT policy is subject to disciplinary action as stated in the policy and possible legal action under the Federal Electronic Communications Privacy Act. In addition, students are bound by the Randolph College Honor System in the use of computer resources on campus.

This statement of policy available on the College's Web site is not meant to be exhaustive. The Information Technology Advisory Committee has the final authority about what is/is not considered acceptable use of computer resources. For more details about policies and College expectations regarding the use of technology on campus, please visit the [Information Technology Website](#).

Key Cards/IDs

Key cards, known as Paw Passes, serve as College IDs and are issued to all new students during Orientation at no charge. The charge for replacement of a lost card is \$20. Information about obtaining a replacement card is available through the Information and Reception Desk. Key cards are the sole property of the students to whom they are issued and may not be loaned or given to others.

Loans

The Office of the Dean of Students maintains a small fund from which students may obtain short-term loans for true emergencies. The loan fund is available for emergencies that may threaten the student's ability to remain at Randolph College or other legitimate emergencies. The loans are generally limited to \$50 and are usually repayable within 60 days. Loans cannot be given to pay credit card debts, phone bills, or other anticipatable expenses, or debts to the Campus Store, Library, Business Office, or other unit of the College. Failure to pay back a loan on time will result in a hold being placed on the student's account. Students needing an emergency loan should contact the Office of the Dean of Students (x8119).

Missing Student Notification Policy for Resident Students

Any time a member of the Randolph College community has reason to believe that a student who resides in on-campus housing is missing, they should immediately notify Campus Safety at 434-947-8000 or call 9-1-1 to alert Lynchburg Police. Campus Safety will fully cooperate with local police to generate a missing person report and initiate an investigation.

All reports of missing persons will be investigated. If the missing student is under the age of 18 and is not an emancipated individual, Campus Safety or a representative of the Office of the Dean of Students will notify

the student's parent or legal guardian immediately after it is determined that the student has been missing for more than 24 hours. If the preliminary investigation indicates a need, local law enforcement agencies and parents will be notified immediately.

In addition to registering an emergency contact, students residing in on-campus housing have the option to identify confidentially an individual to be contacted by Randolph College in the event the student is determined to be missing for more than 24 hours. If a student has identified such an individual, the College will notify that individual no later than 24 hours after the student is determined to be missing. Students who wish to identify a confidential contact can do so through the College's Office of the Dean of Students.

Parental Notification

The College reserves the right to notify the parents/guardians of dependent students regarding any conduct situation, particularly alcohol and other drug violations. The College may also notify parents/guardians of non-dependent students who are under the age of 21 of alcohol and/or other drug violations. Parental notification may also be utilized discretionarily by administrators when permitted by FERPA or consent of the student.

Piano Playing in Main Hall

Students are welcome to play the piano in Main Hall Lobby but are expected to be courteous of others and bear in mind that administrative offices, including staff working at the Reception and Information Desk, are directly affected by music being played.

Posting Signs and Fliers

Posting IS allowed on the following, only if sponsored by an approved College club, organization, team, or department/office.

- The kiosks outside around campus
- Elevator walls
- Bulletin boards in the Trolleys
- Bulletin boards on the ground floor of Moore Hall and West Hall

Posting is NOT allowed on the following:

- Painted surfaces or glass, including the panes of doors or windows- Those responsible for posting fliers that cause damage to these surfaces will be charged for repair.
- The exterior of campus buildings or anywhere on front campus- The hanging of poems and memories on the Poetry Tree and the Remembering Tree are acceptable.
- Main Hall Lobby-The Senior Staff of the College reserves the right to make additional exceptions or restrictions with regard to Main Hall Lobby posting policy.
- The columns in Hampson Commons and the Skeller
- Any floor or sidewalk
- On doors, including elevator doors
- Window painting is not allowed at any time.

Those who post fliers, signs, decorations, etc. are responsible for taking down posted material within 36 hours of the advertised event.

Posters for events that are not sponsored by a College club, organization, team, department, or office may

only be posted outside on the yellow and black kiosks. They are located outside of the mailroom, near the Sundial, and on Bell Quad. Items posted on the kiosks do not require DOS approval.

The Office of the Dean of Students will be responsible for enforcing the sign posting policy with regard to items posted by SG-recognized organizations and individual Randolph College community members. Items posted in violation of these regulations will be removed, and the responsible party will be notified that it is in violation of the sign posting policy. Three violations of this policy will result in the loss of posting privileges for the remainder of the semester in which the violations occurred.

NOTE: Any Randolph College community member may remove a posted item that is improperly posted, including items that are posted in no-posting areas, on glass or painted surfaces, and any item not stamped “DOS Approved” by the Office of the Dean of Students if it was posted by a group not officially recognized by SG. It is suggested that persons who remove improperly posted items report the matter to the Office of the Dean of Students for follow-up.

Posting in the Dining Hall

With prior approval by the Director of Dining Services, flyers advertising a campus event may be placed in the 3 x 5” napkin holders on the tables in the dining hall by an SG-recognized student organization or by a College department. Flyers and table tents may not be left on the tables, outside of the 3” x 5” napkin holder signs. Flyers may be removed at the discretion of the dining services staff and must be removed by the poster within 48 hours after the event. Nothing may be posted on the dining hall doors, windows, or walls except by the Dining Services staff, the Dean of Students, or the Director of Campus Safety.

Religious Holidays

Many religious and secular holidays are observed by members of the Randolph College community. Students are encouraged to celebrate the traditions of their own culture and to learn more about the traditions of other cultures.

Except in those cases where the College is closed for Fall Break, Winter Break, and Spring Break, or where the holiday falls on a weekend, classes will be in session during religious and secular holidays. A student who plans to miss classes in order to observe a holy day within their faith must first contact their professors to request permission to make up class work and/or examinations.

Although the College has no written policy for these requests, faculty members are encouraged to be sensitive to the needs of the diverse student body of Randolph College and to allow for appropriate observances of holidays by students whenever possible.

Recreational Equipment

Recreational equipment is not permitted anywhere on College property. Prohibited items will be confiscated by campus safety, residence life staff members, administrators on call, or any other approved College personnel and may be returned at the discretion of the Office of the Dean of Students. Residents are responsible for all damage caused from the use of recreational equipment.

Prohibited items include, but are not limited to:

Bicycles (permitted outside of residential and academic buildings)

Bounce Houses and Inflatables

Rollerblades/skates

Skateboards, Segways, Hoverboards, or equivalent (permitted outside of residential and academic buildings)

Slip 'n Slides (store bought or homemade)

Swimming Pools

Trampolines

Wading Pools

Water Beds or Other Water Furniture

Exemptions for individuals or clubs/organizations must be approved prior to use by the Office of the Dean of Students.

Safety Escort Service

The College's Department of Campus Safety offers a safety escort service within the campus (parking lots, academic and residential buildings, athletic fields, etc.) for faculty, staff, and students 24 hours per day. Any member of the College community may request an escort by contacting the Reception and Information Desk at 947-8000 or by dialing 0 on any campus extension phone. Escorts may be either on foot or in College vehicles, depending on weather conditions and other factors.

Scheduling Events

To schedule meetings or other events in any campus location, complete the room request form available through the portal. This form may be found to the right of the calendar by clicking the "reserve rooms" link. If you have any questions, contact the Scheduling Office by dialing ext. 8785 or by emailing scheduling@randolphcollege.edu.

Events must be scheduled with the Scheduling Office at least ten (10) days in advance of the event. Reservation requests, including all setup information, should be made at least ten (10) days in advance and must include the name of a Randolph College faculty or staff sponsor or advisor. Events may not be advertised until confirmation is received from the Scheduling Office.

Self-Scheduled Exams

The Exam Scheduling Committee will post detailed information about self-scheduled exams to the College portal approximately four (4) weeks before the exam period begins. A handout containing the same information will be distributed to all students through campus mail approximately two weeks before exams begin.

Spirit Groups

According to College records, Gamma 13 was first formed around 1910 and Eta was established in 1922. Both organizations exist to promote student pride and spirit and to support the friendly rivalry between the classes. The Etas and Gammas are spirit groups and are provided with privileges such as rooms in which to conduct their meetings and activities, the right to reserve spaces on campus, and the right to conduct once-a-semester stomps. The selection process for new members and all initiation activities must be coordinated with the approval of the Coordinator of Student Engagement, who serves as advisor to both groups.

Stomps

A stomp is a traditional spirit activity sponsored by the Eta and Gamma spirit groups to build sister-class

spirit and maintain the long-standing Odd-Even rivalry.

1. The Eta and the Gamma spirit groups are authorized to request permission from the Dean of Students to stomp. Additionally, the First-Year Class may sponsor the traditional Odd Day or Even Day stomp on Odd Day or Even Day at 7:30 a.m. Requests to conduct stomps must be approved by the Dean of Students at least two weeks in advance. No other groups may conduct stomps on campus.
2. Stomps must not include knocking on student doors or any use of disrespectful language or gestures toward members of the Randolph College community.

Theft/Loss/Damage

The College is not responsible for the loss of or any damage to the personal property of students on the campus or at College-sponsored events and will not be held liable for replacement or reimbursement. Any item left unmonitored in a hallway or public area may be discarded, and students are urged to protect their own property by keeping it in their residence hall room and locking the door. Students are encouraged to have their belongings insured by their family's homeowner's or renter's insurance policy.

Transportation Policies

Shuttle

The College provides a weekly Shuttle that provides students with access to local shopping destinations during the academic year. Students may obtain information about the Shuttle schedule on the College Portal and at the Reception and Information Desk.

Medical Need Transportation

Emergency medical transportation, if needed, should be requested by the student to the Residence Life staff on duty through the Reception and Information Desk and may involve the dispatch of an ambulance.

Transportation to Airport, Train or Bus Station

The College does not provide transportation for students to the airport, train, or bus station for personal travel, at holiday breaks, or the beginning and ending of the academic year. If a student is participating in a College-sponsored program that involves travel with a group of students and faculty, the sponsoring program may provide transportation for the group.

Transportation to College Sponsored Activities Off Campus

Frequently, College clubs, departments, and organizations sponsor activities off campus for Randolph College students. In many cases, the sponsoring club, department, or organization will provide transportation via vans or buses to the activity. Depending on the nature and distance of the travel, the sponsoring group may require a contribution from the student to cover travel costs to the event.

Tutoring

Tutoring services are available at no charge through the Academic Services Center. Writing assistance is available free of charge through the Writing Lab.

Use of the College Name, Logo, Photos, Seal, or Videos

An individual may not use the College name, logo, or seal, or any variation thereof, singly or in combination,

on any product for personal remuneration. In addition, no Randolph College logos or wordmarks should be manipulated in any way, which includes the addition of departments, organizations, or club names to the logo.

A registered student group wishing to use any variation of the name, logo, or other brandmarks of the College should obtain permission from the Office of College Relations. This includes use on a product which will be distributed at no cost or which will be sold. Students must submit a proposal, including the finished design, to the Office of College Relations for approval. Using the name or the logo of the College without approval or in violation of the conditions of approval will be considered a serious infraction and be adjudicated in an administrative hearing.

If a student or student organization receives permission from the Office of College Relations to use the College name or logo, the policies regulating the use of those items must be followed. Policies regarding the use of the College name and logo are contained in the brand and style guides, which are available from the Office of College Relations.

Please also remember that the College seal should not be used for any purpose without the expressed permission of the secretary of the Board of Trustees, as directed by the College's bylaws. In addition, in most cases, the Bell Tower logo should not be used without the College name attached.

The College seal may only be used for ceremonial communications (alumnae/i events, commencement, and convocation) or on official Randolph College documents (transcripts or diplomas). The seal is reserved for special occasions and should not be used on daily communications. The seal should not be used as a background graphic.

Randolph College uses photographs, photographic images, names, and audio and video recordings of employees and students for general publicity in publications, on its website, on social media, in public relations, promotions, publicity, and advertising. Your presence in or around College facilities and/or properties, as well as at off-campus College-sponsored events, constitutes your consent to the capture and/or use of your image and/or voice by Randolph and waives any claims or rights, whether in law or in equity.

Randolph does not collect release forms from its students, faculty, staff members, or guests for the use of images or films taken on campus. Any employees, students (or the parents or guardians of such persons, if under age 18), or guests who do not want to be photographed or recorded, or to have their names, voices, or biographical materials used in connection with any such recording, must notify the Office of College Relations (OCR) at Randolph College in writing.

In addition, employees, students, and guests who do not want to be photographed or recorded, and who have notified OCR in writing, are responsible for removing themselves from the area in which photographing/recording is occurring or notifying the camera operator of their opt-out status. Failure to do so may result in the individual's inclusion in a photograph or recording; it will be deemed equivalent to a release and will allow the college to use that photograph or recording as it chooses.

Vehicle Registration and Campus Parking

Any student bringing a motorized vehicle of any type to be parked on campus must register said vehicle within three days of the beginning of the academic year. Registration information exists on the Student Portal. If acquired during the year, any and all vehicles must be registered within three days of arrival on campus. The Reception and Information Desk must be notified of any changes in registration or license plate information. Fines for parking violations are to be paid to the Business Office within three business

days of the violation. Appeals of violations may be made within three days of the citation to the Director of Campus Safety.

Withdrawals

The College reserves the right to require at any time the withdrawal of any student whose conduct or academic standing it regards as undesirable or whose continued presence is a risk to themselves or others. Students who withdraw from the College for medical reasons must seek health clearance prior to re-admission to the College. Once a student is withdrawn from the College for any reason, they must request special permission from the Dean of Students to be present on campus during that leave. Students who have been withdrawn involuntarily (through our disciplinary or other policies) are expected to vacate the campus immediately. Students who find themselves in these circumstances should consult with the Dean of Students for the specifics that will govern their departure.

Student Government Constitution

Revised Spring 2024

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Preamble

Whereas the students of Randolph College desire to create a student government, we hereby establish this Constitution.

Article I – Purpose

We, the Student Government of Randolph College, vow to promote a dedicated, academically motivated community by initiating and maintaining opportunities for communication, activities, and leadership as this ensures our mission of improving student life.

Article II – Vision

To cultivate a community wherein students' lives are enriched via education, leadership, and unity.

Article III – Slogan

Official Slogan: Voices heard; Actions taken.

Article IV – Members

Student Government shall consist of those students elected by the student body to positions in the executive, legislative, and judicial branches or appointments by the President of Student Government as needed.

Article V – Organization

Section 1. Executive Branch

The President of Student Government presides at meetings of the Executive Committee. Members: President, Vice President, Treasurer, Secretary, and Publicity Officer.

Section 2. Legislative Branch

The Vice President of Student Government presides at Senate meetings. The Vice President has voting power in case of a tie. Voting Members: Senators.

Non-voting members: President, Treasurer, Secretary, Publicity Officer.

Committees of the Senate: Student Organizations Committee, Campus Life Committee (which include Budget Board, Dining Services, and Cultural Outreach) Academic Affairs Committee,

Traditions Board

Section 3. Judicial Branch

Judiciary Committee

Section 4. Standing Committees of Student Government

Exam Scheduling Committee

Section 5. Student Members of College Committees

The Student Government President appoints students to serve as voting members of College committees

Section 6. Election procedures are outlined in the By-Laws, which appear at the end of the *Constitution*.

Article VI – Budget

The Student Activity Fee constitutes the budget of the Student Government.

Article VII – Executive Branch

Section 1. Members of the Executive Branch of Student Government shall be a President, a Vice President, a Secretary, Treasurer, and Publicity Officer

Section 2. Requirements for Executive Office

Students must have the requisite number of hours toward graduation designated for the particular position they seek at the conclusion of the spring semester in which the election is held. Questions of eligibility will be reviewed by a panel consisting of the Student Government Advisors, and the outgoing Executive Committee.

- A. In addition, students must have the minimum quality point ratio designated for the position at the time of the election.
 - 1. Students must maintain the quality point ratio expectation for the position throughout the term in office. Failure to do so will result in a requirement to step down from office.
 - 2. Students must be enrolled full time for the full academic year (Fall and Spring semesters).
 - 3. Senior Status is defined as having completed 93 hours toward graduation.
 - 4. Junior Status is defined as having completed 62 hours toward graduation.
 - 5. Sophomore Status is defined as having completed 31 hours toward graduation.
 - 6. Students who have been found guilty of an honor violation by the Judiciary Committee will not be eligible to hold an office in Student Government, unless they are found not guilty on appeal.
- B. President
 - 1. The President shall be a full-time member of the incoming junior or senior class. They must have and maintain a quality point ratio of 2.5 or higher.
 - 2. The President must have had at least one year of experience in Senate.
- C. Vice President
 - 1. The Vice President shall be a full-time member of the incoming junior or senior class. Unless authorized by Dean of Students and Director Campus Life.
 - 2. The Vice President must have and maintain a quality point ratio of 2.5 or higher.
 - 3. The Vice President must have had at least one year of experience in Senate
- D. Secretary
 - 1. The Secretary shall be a full-time member of the incoming second semester sophomore, junior or senior class.
 - 2. The Secretary must have and maintain a cumulative quality point ratio of 2.0 or higher.
 - 3. The Secretary must demonstrate knowledge of publications and/or media or have served as a secretary for a campus club or organization.
- E. Treasurer
 - 1. The Treasurer shall be a full-time member of the incoming second semester sophomore, junior, or senior class.
 - 2. They must have and maintain a cumulative quality point ratio of 2.0 or higher.

3. The Treasurer shall have served one year on the senate, one year as treasurer of a club, or maintain a B+ or above in Accounting.
4. The Treasurer may not serve as an officer of any SG funded club or organization during the term of office due to conflict of interest concerns.

F. Publicity Officer

1. The Publicity Officer shall be a full-time member of the incoming second semester sophomore, junior or senior class.
2. The Publicity Officer must have and maintain a cumulative quality point ratio of 2.0 or higher.
3. The Publicity Officer must demonstrate knowledge of publications and/or media and have experience creating and organizing digital marketing for events.

Section 3. Powers and Duties of the Executive Members

The powers and duties of each office are defined below:

A. President

1. The President shall call and preside over bi-weekly meetings of the Executive Committee.
2. They shall serve as the student representative to the Board of Trustees (in accordance with the provisions in number 4.c.4 of the statement on Rights and Freedoms of Students).
3. They shall be a liaison between the students and the Faculty and Administration.
4. They shall serve as a member of the Judicial Appeals Board.
5. They shall appoint students to College and Student Government committees and shall appoint all committees not otherwise provided for in the Student Government Constitution and By-Laws.
6. They shall oversee all Student Government standing committees.
7. They shall have the right to veto all acts, in whole or in part, of the senate.
8. They shall report to the Senate information concerning the student body at every full senate meeting and inform the Senate of their activities.
9. They can, on extraordinary occasions, convene the Senate but in no case will they have the power to adjourn the Senate.
10. They may appoint individuals to unfilled positions within any branch of the Student Government Association if necessary to assure that the work of that branch continues without interruption.
11. They shall report once each semester to the faculty at a regularly scheduled faculty meeting to update them on the activities of the Senate.
12. They shall submit an annual written report of the Student Government to the Senate at the end of their term of office.
13. They will attend all Town Halls
14. They are responsible for updating the clauses in the constitution after they have been voted on by the senate.
15. They are to ensure that decisions or actions taken by Student Government are in accordance with the constitution.
16. They are responsible for working hand in hand with the Dean of Students to ensure that the Constitution in the Student Handbook is always updated with the necessary changes.

B. Vice President

1. The Vice President shall call and preside at all meetings of the Student Senate.
2. In the event that the President of Student Government vacates their office, the Vice President, regardless of their academic class standing, shall assume the duties of that office until such time as the President returns or is declared unable to continue their term of office.
3. They shall vote in the Student Senate in the case of a tie.

4. They shall, with advice from the Dean of Students, run spring and fall elections according to the Student Government Constitution By-Laws.
5. They shall serve as a member of the Student Government Executive committee.
6. They shall submit a written report to the Senate at the end of their term of office.

C. Secretary

1. The Secretary shall be responsible for composing and distributing the Senate Long Minutes within 72 hours of the most recent senate meeting, as well as all Student Government public relations, correspondence.
2. The Secretary shall be responsible for composing and distributing the Senate Short Minutes within 24 hours of the most recent senate meeting.
3. They shall write a report regarding the activities and issues being addressed by the Student Senate to the student body each semester.
4. They shall meet regularly with the leaders of Student Government-funded publications and media, report their progress to the Student Government Executive Committee and Senate. (The Sundial, Hail Muse! and WWRM)
5. They will coordinate selection of the editor-in chief and managing editor of each publication and manager of the radio station through committee selection. The committees will be comprised of the Dean of Students, the outgoing publication and media head, and their advisors.
6. They shall serve as a member of the Student Government Executive Committee
7. They shall submit a written report to the Senate at the end of their term of office.

D. Treasurer

1. The Treasurer shall write and propose to the Student Senate for approval, with the assistance of the Budget Board, a budget for allocation of the Student Activity Fee.
2. They shall submit quarterly to the Executive Committee, the Student Senate, and The Sundial on the expenditure of the Student Activity Fee.
3. They shall be responsible for payment of all invoices of the Student Government and reports of the Student Government Budget at each Senate meeting.
4. They shall keep all financial records, recording all assets and expenditures.
5. They shall serve as a member of the Student Government Executive Committee and as an advisor to the Student Organizations Committee, and chair of the Budget Board.
6. They shall submit a written report to the Senate at the end of their term of office.

E. Publicity Officer

1. They will be responsible for maintaining the Student Government website and social media accounts.
2. They shall serve as a member of the Student Government Executive Committee and assume all other responsibilities that are required of their membership.
3. They are responsible for channeling information from the Student Government to the entire Randolph community.
4. They will also take on responsibility assigned by the Student Government President pertaining to their job description.

Section 4. Powers and Duties of the Executive Branch

- A. The executive powers of the Student Government shall be vested in the President of Student Government.
- B. The Executive Committee of Student Government membership:
 1. The President of Student Government
 2. The Vice President of Student Government
 3. The Secretary of Student Government

4. The Treasurer of Student Government
5. The Publicity Officer of the Student Government
- C. Purpose
 1. The members of the Committee must act so as to contribute to the overall welfare of the Student Government and promote the goals and purpose of the Student Government.
- D. Powers and Duties
 1. The Vice President, Secretary, and Treasurer shall act as an advisory board to the President of Student Government.
 2. The Executive Committee shall act as an advisory board to the Student Government Standing Committees and the Student Senate.
 3. The Executive Committee shall inform students of and represent students in College issues by means of the Student Senate, other student assemblies, and the College newspaper, and represent the student body to Administration and Faculty.

Article VIII – Legislative Branch

Section 1. The legislative power of the Student Government shall be vested in Student Senate

Section 2. The Student Senate

- A. Membership
 1. The Vice President of Student Government presides at Senate meetings and votes in case of a tie.
 2. The Student Government President, Secretary, Treasurer, and Publicity Officer, shall serve as ex-officio, non-voting members.
 3. All Senators are voting members.
 4. A member of RPB, Traditions and MAH will serve as a liaison, shall serve as a non-voting member.
- B. Purpose
 1. The Senate will act as a channel of communication among the Executive Committee, the College Administration, and the student body.
 2. The student body will be represented by Senators who will vote on behalf of the students on all resolutions, bills, and referendums brought before the Senate.
 3. The Student Senate will act as a resource for the Student Government Executive Committee.
 4. The RPB representative will convey information regarding RPB's budget and spending information to the Executive Committee and the Senate.
- C. Election requirements for Student Senate
 1. Candidates for Student Senate must maintain the quality point ratio expectation throughout the term in office, listed below. Failure to do so will result in a requirement to step down from office. In the event of a forced step down from office due to quality point ratio dropping under the required number, the student may appeal to the Student Government President and Dean of the College to stay in the position. All candidates must meet requirements stated below.
 - a. Rising Sophomores, Juniors, and Seniors must have a quality point ratio of 2.0 or higher.
 - b. Senior Status is defined as having completed 93 hours toward graduation.
 - c. Junior Status is defined as having completed 62 hours toward graduation.
 - d. Sophomore Status is defined as having completed 31 hours toward graduation.
 2. Student must be enrolled full time for the full academic year (Fall and Spring semesters).
 - a. A student who has been found guilty of an honor violation by the Judiciary Committee will not be eligible to hold an office in Student Government, unless they are found not guilty on appeal.

- b. Questions of eligibility will be reviewed by a panel consisting of the Dean of Students, all Advisors to Senate, and the outgoing Executive Committee
 - c. Elections will be carried out as stated in the By-Laws, Article VI
 - d. First-Year senators are elected in the fall.
 - e. RPB, Traditions and MAH liaison for SG is the president of RPB, unless the president is a member of SG already.
- 3. Dates of Assembly
 - a. The Senate will assemble at least biweekly except during the months of May, June, July, August, December, and January.
 - b. When necessary, a special session of the Senate may be called by the Vice President or the President of Student Government.
 - c. The senate shall have the power to convene themselves, as they deem necessary.
 - d. A two-thirds majority of the Senate members will constitute a quorum to do business.
 - e. The Executive Board and its advisor will determine all penalties as necessary for 2 unexcused absences and misconduct. Penalties will include removal from the office of Senator.
 - i. The Senate will determine the rules of its proceedings.
 - ii. The Senate will keep a record of its proceedings and short minutes created from the record, and this will be made available to the students.
 - iii. All votes of Senate members will be entered into the official record.
- 4. Every Act of the Senate passed by the Senate will be presented to the President of Student Government. If they approve, they will sign it, or verbally say no; if not, they will return it in whole or in part, stating specific objections.
 - a. Every order or resolution passed by the Senate will be treated as a regular bill and, before the same will take effect, it must be approved by the President of Student Government.
 - b. After reconsidering a vetoed act, the Senate may, by vote of two-thirds of the total membership, override the veto of the President of Student Government.
- 5. Powers of the Student Senate
 - a. Any resolution pertaining to student life may be introduced to the Student Senate.
 - b. The Student Government Constitution and By-Laws must be voted on by the student body as represented through the Student Senators.
 - c. College issues affecting student life may be brought before the Student Senate by any member of the student body.
 - d. The method of voting in Student Senate shall be as specified in the By-Laws, Article III.
 - e. Upon presentation to the Student Senate of a petition pertaining to student affairs, signed by at least 15 percent of the student body, a referendum vote of the Student Senate must be taken. The referred measure must be passed by a two-thirds majority of the voting Student Senate. If signed by the President of Student Government, it will then be taken to the Student Government Executive Committee for referral within two Student Government Executive Committee meetings to the appropriate staff, faculty, or student office for consideration of the petition. A mandatory report must be presented to the Student Senate giving an update or outcome of the petition.
 - f. The Senate will have the power to pass all bills for expending revenues of Student Government.
 - g. The Senate will have the right to pass Bills of Opinion, expressing the opinion of the Senate in regard to any matter concerning the welfare of the members of Student

Government; they will be considered as statements of opinion and, therefore, will not require the approval of the President of Student Government.

6. Duties of Student Senators

- a. Senators serve as voting members of the Student Senate.
- b. All Senators shall act as a liaison between their fellow class members and the Student Senate.
- c. All Senators are required to report matters pertaining to Student Senate to their constituencies biweekly by means of meetings of their constituencies or by placing a report in public view.
- d. Senators will also be responsible for conducting informative polls and communicating with their constituents as necessary.
- e. All Senators shall be responsible for serving on committees(s) within the Senate as appointed by the President and Vice President.
- f. All Senators shall be responsible for special projects as assigned.
- g. Channel of communication between RPB, the Executive Committee, and the Senate. They have a permanent spot on the SG agenda. They shall give updates on the activities RPB has planned, turnout and budgeting of events.

Article IX – Judicial Power

Section 1. Judiciary Committee

The judicial power of the Student Government shall be vested in the Judiciary Committee.

Section 2. The Chair of the Judiciary Committee

- A. The preferred qualifications for the Chair of the Judiciary Committee shall be a full-time member of the rising senior class. They must have completed 93 hours toward graduation and a quality point ratio of 3.0 or above in the spring semester in which they were elected. They must maintain that QPR throughout the term in office. They must be enrolled as a full-time residential student the entire term of office. A student who has been found guilty of an honor violation by the Judiciary Committee will not be eligible to hold an office in Student Government, unless they are found not guilty on appeal. Questions of eligibility will be reviewed by a panel consisting of the Dean of Students, all Advisors to Senate, and the outgoing Executive Committee
- B. The Judiciary Chair shall have had at least one year of experience on the Judiciary Committee.
- C. The Chair of the Judiciary Committee shall call and preside over all meetings of the Judiciary Committee. The Chair shall direct the investigation of all suspected violations of the Honor Pledge. The Chair shall be appointed as stated in the By-laws, Article VI. They shall assist the Exam Chair for mandatory honor assemblies before each exam period. They shall submit a quarterly written report of judicial affairs to the student body.
- D. The Chair of the Judiciary Committee is to be a paid position. The Chair will receive a salary equal to that of a Head Resident and in the event the pay of the Head Resident is raised, the pay of the Chair shall also be raised.

Section 3. The Vice Chair of the Judiciary Committee

- A. The preferred qualifications for the Vice Chair of the Judiciary Committee shall be a full-time member of the rising junior or senior class. They must have completed the required hours toward graduation and a quality point ratio of 3.0 or above in the spring semester in which they were elected. They must maintain that QPR throughout the term in office. They must be enrolled as fulltime residential student the entire term of office. A student who has been found guilty of an honor violation by the Judiciary Committee will not be eligible to hold an office in Student Government, unless they are found not

guilty on appeal. Questions of eligibility will be reviewed by a panel consisting of the Dean of Students, all Advisors to Senate, and the outgoing Executive Committee.

- B. The Judiciary Vice Chair shall have had at least one year of experience on the Judiciary Committee.
- C. The Judiciary Vice Chair shall be appointed as stated in the By-laws, Article VI.
- D. The Vice Chair of the Judiciary Committee is to be a paid position. The Vice Chair will receive a salary equal to that of a Resident Assistant and in the event the pay of the Resident Assistant is raised, the pay of the Vice Chair shall also be raised.

Section 4. The Judiciary Committee

A. Jurisdiction

- 1. Cases involving violation of the Honor Pledge, which include but are not limited to lying, cheating, stealing, and plagiarism.
- 2. Cases of failure to uphold dual responsibility.
- 3. Cases of misuse of library materials that constitute obstruction to research, teaching, administration, or other college activities.
- 4. Cases of interference with the judicial process that include but are not limited to breaches of confidentiality.
- 5. Fourth violation of the Bad Check Policy.

B. Membership

- 1. During the fall and spring semesters:
 - a. The Chair of the Judiciary Committee
 - b. Four senior, four junior, four sophomore and four first-year representatives, to be elected during their respective class elections
 - c. The Dean of the College
 - d. A member from the Faculty appointed for a two-year term by the Faculty

C. During all other times (final examination periods, senior week, summer break, winter break) membership will include:

- 1. The Chair of the Judiciary Committee (or the Vice Chair in their absence)
- 2. Two class representatives elected during their class elections in the spring
- 3. The Dean of the College or the faculty representative. If the abbreviated quorum in B.2. cannot be met, the Student Government Association gives the College the right to empanel a committee composed of two faculty members, the Dean of the College, and at least one student with Judiciary experience to hear and decide the matter. Appeals of any end-of-semester cases will go to the Judiciary Appeals Committee.

D. Powers

- 1. The Judiciary Committee shall have the power to summon students whose conduct is being considered.
- 2. The Judiciary Committee shall have the power to summon necessary witnesses.
- 3. The Judiciary Committee shall have the right to hold a scheduled hearing in the absence of an accused student who has been properly notified.
- 4. The Judiciary Committee shall have the power to suspend or expel a student or to impose appropriate penalties upon a student.

E. Procedure

- 1. Upon receipt of an incident report, the Chair of the Hearing Board will make every effort to meet with the documented student within 15 class days, schedules permitting.
- 2. It is the responsibility of the accused to report themselves to the Chair of the Judiciary Committee within 24 hours of violating the Honor Pledge or of being asked to report to the Chair by another member of the community.

3. The Chair of the Judiciary Committee shall appoint a student representative from the Committee to investigate the allegation. The Investigator and the Chair will determine if a hearing should take place. The Chair will then, if necessary, arrange for a hearing.
4. The Judiciary Committee shall guarantee the accused advance written notice of the charges, the adverse witnesses, and all known evidence against them and shall guarantee their rights to speak in their own defense, to be presumed innocent, to remain silent, to confront all adverse witnesses, to have the Committee talk to additional persons for testimony or character reference, and to be judged solely on the basis of evidence presented at the hearing.
5. The accused has the right to be informed about the Honor System and Judiciary proceedings by consulting informed members of the Randolph College community.
6. The accused shall be present when all evidence under consideration by the Committee is presented.
7. The accused will be permitted to select and bring an advisor from the College community to all proceedings.
8. The accused has the right to a prompt hearing, yet they also will be given adequate time in which to prepare for a hearing
9. Any member of the Committee shall remove themselves from the hearing if the Committee member or the Committee feels that they are unable to act objectively in reaching a decision.
10. The accused shall have the right to request the nonparticipation of any Committee member whom they feel has reason not to be able to be objective in their case.
11. A finding of guilty and the choice of a sanction shall require a majority vote of all members present and voting.
12. The Chair and Vice Chair of the Judiciary Committee and the Investigator shall not vote.
13. Previous honor violations will not be considered when determining if an accused student is "guilty" or "not guilty."
14. If a verdict of guilty has been determined, previous honor violations will be considered in determining the accused student's sanction(s).
15. Upon rendering a decision, the Judiciary Committee shall provide to the accused student a written statement of the disposition of the case within 24 hours.
16. The Judiciary Committee shall record all proceedings on audiotape for use by the Judicial Appeals Board in the event that an appeal is made.
17. The student shall have the right to appeal to the Judicial Appeals Board per guidelines listed in Section 5.D.
18. During an appeal to a judiciary decision, all judiciary sanctions are postponed pending the Judicial Appeals Board decision.
19. All parties involved are expected to maintain confidentiality.

Section 5. The Judicial Appeals Board

A. Jurisdiction

1. Cases appealed from the Judiciary Committee shall be the jurisdiction of the Judicial Appeals Board.

B. Membership

1. The President of the College or designee who shall serve as chair.
2. A member from the Faculty to be appointed biannually by the Faculty.
3. The President of Student Government.
4. The Chair of the Judiciary Committee as a source of documentation regarding the Judiciary Committee hearing. The Chair of the Judiciary Committee has no vote on the board.
5. Powers. Same as Judiciary Committee. See Article IX, Section 4, C.

C. Procedure

1. Except by special permission of the Appeals Board, all appeals must be filed with the President of the College within six (6) class days (inclusive of the examination period) following the verdict of the Judiciary Committee.

D. An appeal may be requested on the following grounds:

1. New evidence, new witness, or new testimony that might cause an appeal board to change the verdict.
2. Error in procedure that affected the verdict of the Judiciary Committee.
3. Suspension or expulsion as a sanction from the Judiciary Committee.
4. The basis for one's request for an appeal must be submitted as part of the written appeal. The President shall determine whether the reason given for the appeal meets any of the criteria listed above. The Judicial Appeals Board will conduct a hearing only if the President determines that the student's reason for filing the appeal fulfills at least one of the criteria in D.2.
5. The Appeals Board shall guarantee the student the right to speak in their own defense and to have the Board talk to additional persons for testimony or character reference. In addition, the student may request the right to confront adverse witnesses.
6. The student shall be permitted to bring an advisor from the College community to all proceedings to advise and counsel with the student but not to participate in proceedings. The student may request that the Chair of the Judiciary Committee review with the student's advisor the evidence and testimony from the Committee hearing. The student shall have the right to be present at this review.
7. Any member of the Board will abstain from voting if they feels by previous involvement unable to act objectively in reaching a decision.
8. The Board may confirm or reverse the decision of the Judiciary Committee and may decrease, increase, or reaffirm the severity of the penalty.
9. A decision of the Judicial Appeals Board shall require a majority vote and is final.
10. The President of the College shall provide the student with a written statement of the disposition of the appeal.
11. The Chair of the Judiciary Committee shall prepare written record of each appeal hearing, which shall be kept on file.

Article X – Advisors to Student Government

A. Advisors to the Student Senate

1. The Dean of Students and an appointed faculty member shall serve as the Advisor to the Executive Committee and to the Senate.
2. The Coordinator of Student Engagement shall serve as the Advisor to the Executive Committee and to all committees.
3. Faculty Advisor
 - a. The Faculty Advisor will be appointed for a three-year term by the Dean of Students on the recommendation of the President of the Student Government.
 - b. The Faculty Advisor shall serve as a liaison between the Randolph College faculty and the elected students.
 - c. They are responsible for advising the Executive Board and communicating the activities of Student Government to the faculty when appropriate.
 - d. They additionally have a permanent spot on the agenda to report to the Senate important faculty matters affecting students.
4. Advisors shall not operate or move Student Government funds without approval of the President, Vice President and Treasurer of Student Government.

Article XI – Amendments

Amendments to the Constitution may be proposed to the Student Senate. To become a part of the Constitution, these amendments must be passed by a two-thirds majority vote of the Student Senate. Substantive changes to the Judiciary Branch are subject to approval by the Faculty, Administration, and Board of Trustees of the College.

BY-LAWS

Article I – Legislative Procedure

All questions of order must be determined by Robert's Rules of Order (Revised Edition). Any club, organization, or part of Student Government that wishes to add the phrase or access SG funds “student government recognized” or “student government sponsored” to their event, must first report to the full senate.

Article II – Finance

The Student Activity Fee shall constitute the budget of the Student Government.

Article III – Method of Voting within the Student Senate

Each Senator shall consult the individual members of their constituency on all matters pertaining to student affairs. When voting as a responsible Senator, they shall vote in consideration of the opinions of their constituency and all discussion that has taken place in Student Senate pertaining to the issue.

Article IV – Committees

Section 1. Student Government Standing Committees

All Student Government Standing Committees shall be overseen by the Student Government President and shall be required to report to the Executive Committee on a semester basis.

A. Exam Scheduling Committee

1. Membership

The Exam Scheduling Committee Chair shall be appointed by a committee consisting of the Student Government President, the Dean of Students, and the outgoing Exam Scheduling Committee Chair for a term that consists of two exam periods; consecutive Spring and Fall periods, one full calendar year. Members of the Exam Scheduling Committee will be a senator from the senior, junior, sophomore classes and two from the first-year class.

2. Purpose

The Exam Scheduling Committee shall coordinate the implementation of self-scheduled exams.

3. Advisor

The Registrar’s Office shall advise the Exam Scheduling Committee.

Section 2. Student Senate Committees

The Senate Committees shall be overseen by the Student Government Executive Committee. The Chairs of the Senate Committees will give reports at each Senate meeting.

A. Student Organizations Committee

1. The Student Organizations Committee shall address Randolph College club and organization concerns by having meetings with the president or chair of each organization once a semester. It will bring these concerns to the Student Senate in their regular reports. It is responsible for facilitating the process a new club must follow to become Student Government approved and for assisting the Student Senate in approving new clubs for Student Government recognition.

The Committee will strictly scrutinize all submitted Constitutions and Constitutional Amendments. It will analyze the submissions regarding Student Government policy issues for editorial review and gauge the legitimacy of each proposed organization. It is responsible for submitting reviewed Constitutions to the full Senate for Approval and final recognition. It is also responsible for the inspection of existing Constitutions to ensure that each is up to date and continues to meet the needs of the Student Body.

B. Standards for Student Government Recognized Clubs

1. All Student Government recognized clubs must fulfill the stipulations below to be eligible for an allotment each semester and to be able to request additional funds.
 - a. Each student government recognized club must have a student government approved working constitution.
 - b. Each club must submit an end of year report to the student organization committee chair by the last day of class at 5:00pm
 - c. Club executives should complete the Beginning of Year form with updated information of changes made in their clubs in the past year. Forms are available on the student government website.
 - d. Club Officers: President, Vice President, Secretary, and Treasurer must attend Student Leader Training in the fall term.
 - e. Each club must sponsor at least one advertised community event per year. Events can be cosponsored by two or more clubs.
 - f. Each club must hold at least one general meeting per month.
2. A student government recognized club can be put on a probation status or dissolved under the following conditions:
 - a. Failure to submit an End of Year Report and beginning of year form will result in Probation Status.
 - b. Failure to submit an End of Year Report and beginning of year form for two years will result in a defunct (dissolved) status.
 - c. Failure of accountability to SG Budget Board Committee, consistently.
 - d. Clubs being used as a platform for any activities that violate the school's policy or are illegal.
 - e. The procedures below will have to be followed in dissolving a Student Government recognized club.
3. As summoned by the SOC chair, the club president and vice will have to schedule a meeting to review and complete the club dissolution form, formally declaring that the club is no longer recognized by Student Government and therefore has been relieved of all related responsibilities and privileges. A copy of the document will then be handed over to the Coordinator of Students activities to complete the process.
4. A student government recognized club must carry out the following procedures to be reinstated yearly or after dissolution.
 - a. Within the first three weeks of the academic year, the executives of any SG recognized club are responsible for completing and submitting the beginning of year forms to update the Student Government system with the necessary change in information. The forms can be submitted via email or in person to the SOC chair.
 - b. In the case of dissolution, the executives in addition to completing the re-registration form are to schedule a meeting with the SOC chair to sign a pledge affirming their commitment to ensure that the reason for their dissolution is not recurrent.
5. Membership. The Chair shall be a Student Senator. They will be nominated and elected by the Senate or by appointment of the President.. Senate members will be appointed by the Vice President of Student Government.

C. Campus Life Committee

1. The Campus Life Committee is made up of Student Budget Board, Cultural Outreach, and Dining Services.
2. Student Budget Board
 - a. The Student Budget Board shall allocate the Student Activity Fee to student clubs and organizations. It shall facilitate organizational financial planning and offer incentives for "revenue raising."
 - b. The Budget Board is designed to help organizations that cannot otherwise afford to complete their programming schedules. It is not to be relied upon to meet most or all of club and organizational expenses. However, funds allotted to clubs and organizations are based upon a preliminary figure, which is calculated by factoring data from previous years, an allowance for inflation, and the number of people benefited from organizational projects and events.
 - c. The Student Government Treasurer chairs the Budget Board's meetings. The budget board will consist of members of SG that are chosen by the President, Vice President and Treasurer and the chair of SOC. In order to request Student Government funds, a club or organization treasurer must send a request to the Student Government Treasurer and Student Organizations Committee Representative during the set budgeting period. A consensus must be reached by the end of the meeting. In the event that a budget request is time sensitive and all efforts to reach quorum for a budget board meeting have failed, Budget Board decisions can be made by an abbreviated quorum of a minimum of at least four senators.
 - d. Reports on the expenditure of the Student Activity Fee will be prepared by the Treasurer of Student Government three times a year--in October, January, and April. The Treasurer shall submit these statements to the Student Government Executive Committee, the Student Government Senate.
 - e. The President, Vice President and Treasurer reserve the right to reallocate student funds if 75% of the funds have not been used or a club/organization remains inactive for a majority of the academic year.
3. Cultural Outreach
 - a. The Cultural Outreach Committee strives to organize programs and present opportunities for the Randolph community inside and outside the red brick wall. These events will help build relationships among classes and highlight different cultures of Randolph College students.
4. Dining Services
 - a. The purpose and mission of the dining services committee is to improve and make consistent change in order to make every meal at Randolph better than the last.
 - b. The chair of Campus Life and the student senator for dining services shall meet with the head of Dining Services monthly.

D. Academic Affairs Committee

1. The Academic Affairs Committee will work in collaboration with faculty of Randolph College to discuss matters of interest in the academic program of Randolph College. This Committee will discuss the academic concerns that come to Student Government. This committee will also act as a liaison between the faculty and students creating smoother communication between the two bodies.
2. The Committee will be supervised by the SG Faculty Advisor. When possible, Senate members will be the Student Representative to Curriculum Committee and Academic Personnel Committee. Additional Senate members will be appointed by the President of Student Government.

3. Members of the Academic Affairs Committee shall meet with the Faculty advisor of Student Government monthly.

E. Traditions Board

1. The Traditions Board will be responsible for organizing all major campus traditions including Pumpkin Parade, Ring Week, Odd/Even Day, and Senior Dinner Dance Committee.
 - a. Senior Dinner Dance shall be overseen by the Advisor for the Traditions Committee and the students who have applied for the Senior Dinner Dance committee positions.
2. The chair shall be an elected position that operates separately from Student Government. The chair shall attend Student Government during the time traditions events on campus to provide and update to the Senate.
3. There shall be one member to serve as a liaison for the Tradition Committee and Student Government

Article V – Procedure for Financial Requests from the Student Government Budget

Section 1. Eligibility

- A. A club or organization is eligible to request funding from Student Government if its constitution has been approved by the Student Senate. However, a request for funding does not necessarily guarantee that it will be granted.-

Section 2. Disbursement of funds

- A. At the beginning of each semester, the automatic budget disbursements equal to the previous semester's allocation shall be made to
 1. Student Government
 2. Randolph Programming Board
 3. Macon After Hours
 4. Traditions Committee
 5. Tea Closet
 6. Residence Life
 7. Media Outlets
 8. All Active Clubs & Organizations
 - i. These amounts shall be re-evaluated at the end of each year to ensure that needs are being properly met.

Section 3. Prioritization of Allotment Requests

- A. The amount of money requested by clubs and organizations typically exceeds Student Government's financial resources. For this reason, allotment requests must be prioritized and trimmed down by the Student Government Treasurer and members of the Budget Board.
 1. Procedure. Allotment requests will be examined individually and line by line during Budget Board (led by the Treasurer) meetings at the beginning of each semester. In some cases, officers of the club in question may be called upon to give further information or negotiate a compromise. The request will be discussed and voted on in a full Student Government meeting. Club representatives may be requested for the full Student Government meeting and will be notified before the meeting takes place.
 2. Line-item request refusals and prohibited expenditures.
 3. The Student Government may refuse to grant funding for a particular project or event while granting the remainder of the request. Items that may be automatically refused include the following:
 - a. Activities that are deemed dangerous, illegal, or unbecoming of a Randolph College student.

- b. Transportation to off-campus events. This item includes gas expenses for a private vehicle as well as bus, train, or airfare. The only transportation method that can be covered by Student Government is through use of a college-owned van driven by a college-endorsed driver.
- c. Purchase of alcoholic beverages, unless approved by the Dean of Students
- d. Compensation of a single club member for services rendered to the club or organization in a way that resembles a wage. Gifts may be presented to club members in the form of merchandise. This does not include reimbursement for purchases made on the club's behalf.
- e. These items all constitute prohibited expenditures. If a club is found to have used its allotment money for any of these purposes, the amount will be deducted from its allotment for the following semester or it may be asked to pay the amount back immediately. If the infraction is considered especially serious, it may result in the suspension of funding eligibility for a set period of time.
- f. Provision for the Randolph Program Board. Because of the unique purpose and structure of this organization, the Randolph Program Board may request funding for expenses covered under items 1 and 2 with the understanding that the Dean of Students Office should approve these expenditures.

B. Proportional coverage

- 1. The Student Government Treasurer and Budget Board may opt to grant funding for a percentage of the expenses for activities or projects that are low in priority or deemed inordinately costly. The organization will then have the option to raise the money for the remainder of the cost.

C. Prioritization of requested items

- 1. High priority items on an allotment request are considered high in priority if they:
 - a. Take place at Randolph College
 - b. Appeal to or include a high percentage of the campus community
 - c. Promote service, education on an issue, or cultural awareness
 - d. Demonstrate cooperation between organizations
 - e. Demonstrate probability of attracting people from off campus
- 2. Low priority items on an allotment request are considered low in priority if they:
 - a. Take place off-campus (off-campus events are generally only eligible for proportional coverage)
 - b. Appeal to or include a limited number of students

D. Prioritization of clubs and organizations

- 1. Requests from exemplary clubs will be given higher priority than requests from clubs that are deemed marginal. The relative value of organizations shall be determined by the Treasurer and Budget Board from the information available in the club's financial records and semester reports to the Student Organizations Committee. SOC members may be called upon to make recommendations. In determining priorities, the Budget Board considers the following criteria:
 - a. Active membership and mass appeal. Clubs that maintain high levels of involvement and attract a diverse membership shall be given especially high priority.
 - b. Financial responsibility and compliance with Budget Board policies. This includes the appropriate use of the majority of allotment money received. The club must also demonstrate active interest in its financial condition by holding fundraisers.
 - c. Fulfillment of club goals. This means that a club should complete all activities for which funding was granted.
 - d. General activity levels. A club must hold regular meetings (meeting requirements are set forth in the club's constitution) and make an effort to contribute to campus life through programming, fundraising, and cooperation with other organizations or departments.

Section 4. Surpluses

While responsible cost cutting throughout the semester is commendable, organizations will not carry over large surpluses from semester to semester. Discouragement of excessive surpluses ensures that financial resources continue to be fairly distributed.

- A. When an allotment request is granted, it is a good faith agreement between Student Government and the organization. The organization is responsible for programming according to the plans set forth in the request. For this reason, organizations should avoid “padding” their request forms with unfulfillable programming ideas or inflated expense projections.
- B. Surpluses that amount to no more than 20% of the club’s allotment for the semester are considered reasonable. In these cases, no action will be taken.
- C. Surpluses that exceed 20% are considered excessive. In these cases, an appropriate amount of the next semester’s allotment will be deducted, and the money transferred to clubs with very low balances.
- D. Surpluses that exceed 100% are considered extremely excessive. In these cases, an organization may be required to forgo funding for the entire semester or until the club demonstrates financial need.
- E. The President, Vice President and Treasurer reserve the right to reallocate student funds if 75% of the funds have not been used or a club/organization remains inactive for a majority of the academic year.

Article VI – Student Government Election Procedure

Section 1. Selection Committee

1. The Chair of the Judiciary Committee and Vice Chair of the Judiciary Committee will be selected by a committee composed of the outgoing Chair of the Judiciary Committee, the outgoing Vice Chair of the Judiciary Committee, the outgoing President of Student Government, the Dean of the College, and the Dean of Students. The selection committee reserves the right to appoint the Chair and Vice Chair if they do not meet qualifications stated in the Student Government Constitution.

Section 2. Student Government Officer Elections

1. Student Government elections shall be coordinated by the Vice President of Student Government and the Coordinator of Student Engagement and shall be supervised by the Vice President of Student Government, the Coordinator of Student Engagement, and Dean of Students. Student Government elections shall be held during March.
2. The following shall be elected by a campus-wide secret ballot: President, Vice President, Executive Secretary, and Treasurer, Publicity Officer, and Traditions Positions. Of the voting population, who must be regularly enrolled students on campus, must vote for a candidate within a two-week time period before the election can be declared valid.
For an election in which one (1) candidate will be elected, a winner will be declared when a simple majority of the vote is received by one candidate. In the event that no candidate receives a majority of the vote, a run-off will be held between the two (2) candidates who received the most votes. For an election in which more than one (1) candidate will be elected, the representatives with the top votes will be declared the winners for the available positions, with the only restriction being that each winner must receive at least 35% of the vote.
3. Student Government election deadlines and dates will be set by the President and Vice President of Student Government.
4. Candidates may campaign for any Student Government position under the following conditions:
 - a. Candidates may not spend more than twenty (20) dollars total on the campaign
 - b. Receipts of purchases made must be presented to the Student Government Treasurer by Election Day
 - c. Candidates may campaign door-to-door in the residence halls only before quiet hours

- d. All posters and fliers must be posted according to the posting policy outlined in the Student Handbook
- e. Candidates may not campaign during class
- f. Candidates will refrain from smear campaigning
- g. Candidates may run for only one Student Government position in an election
- h. A student may not hold two (2) elected offices in the executive branch of Student Government concurrently

Section 3. Senate Elections

1. Student Government elections shall be coordinated by the Vice President of Student Government and the Coordinator of Student Engagement and shall be supervised by the Vice President of Student Government, the Coordinator of Student Engagement, and Dean of Students. Student Government elections shall be held during March.
2. Procedure for Senate elections shall be as follows: The secret-ballot method shall be used. Of the voting population, who must be regularly enrolled students on campus, must vote for a candidate within a two-week time period before the election can be declared valid. For an election in which one (1) candidate will be elected, a winner will be declared when a simple majority of the vote is received by one candidate. In the event that no candidate receives a majority of the vote, a run-off will be held between the two (2) candidates who received the most votes. For an election in which more than one (1) candidate will be elected, the representatives with the top votes will be declared the winners for the available positions, with the only restriction being that each winner must receive at least 35% of the vote.
3. Candidates may campaign for Senate positions under the following conditions: 1. Candidates may not spend more than twenty (20) dollars total on the campaign. Receipts of purchases made must be presented to the Student Government Treasurer by Election Day.
4. Candidates may campaign door-to-door in the residence halls only before quiet hours.
5. All posters and fliers must be posted according to the posting policy outlined in the Student Handbook.
6. Candidates may not campaign during class.
7. Candidates will refrain from smear campaigning.
8. Senators will be elected as follows:
 - a. Senior Class: 3 Senators
 - b. Junior Class: 3 Senators
 - c. Sophomore Class: 3 Senators
 - d. First Year Class: 3 Senators
 - e. Traditions Committee: 1 Chair and 2 Representative per class

Article VII – Removal from Office

Section 1. Process

1. In the event that a member of the Student Government Executive Committee, the Chair of the Judiciary Committee, or the Exam Scheduling Chair should need to be replaced because they are unable or unwilling to fulfill their duties as written in the Constitution or because their conduct has proved to be detrimental to the work of the Student Government as a whole, the following may occur:
 - a. The Student Government President and advisor shall be notified of the problem. The notification must be in the form of a written complaint.
 - b. The Student Government advisors will then hold a meeting with the officer against whom the complaint has been made.

- c. At the discretion of the advisors, a special meeting of the Student Government Executive Committee will be called at which the case will be reviewed, and a decision made concerning whether the case will be referred to the Senate for an impeachment hearing.
- d. The President of Student Government may appoint another qualified student to any vacant leadership position within Student Government as a result of a resignation or removal from office if an election is impractical or unrealistic due to time constraints or other factors.

Section 2. A Three-Quarters Vote

- 1. A three-quarters vote of all members of the Student Government Senate is required to remove the officer in question from office. Unless going through Judiciary this rule will apply.

Section 3. Confidentiality

- 1. Confidentiality is required throughout the impeachment process, beginning when a member of the College community suspects that there are grounds for a removal from office.
- 2. All members participating within the process of impeachment shall sign a confidentiality form to ensure the secrecy of the process.

Article VIII - Town Halls

Section 1. Purpose

- 1. Town Halls will be held at least once a semester. The frequency of Town Halls can increase based on student needs.
- 2. The President will set the date, time, and location of Town Halls
- 3. All members of the Executive Committee must be present at Town Halls
- 4. All Senators must be present at Town Halls

Section 2. Rules of Town Hall

- 1. Public Comments will be submitted 30 minutes prior to the end of the Town Hall meeting. They will be submitted to the moderator and two senators. These individuals will be seated at a Table in the announced location of the Town Hall.
- 2. The Vice President shall serve as Town Hall moderator. They are meant to keep order and time of the Public Comments. If in the event a discussion has gone too long or students are restating points, the moderator has the power to end debate. If the Vice President cannot attend the Town Hall meeting, another executive member shall serve as moderator.
- 3. Each Public Comment will have 2 minutes to speak. They will be allowed 30 seconds to wrap up their point. After the main Public Comment has been spoken, there will be 10 minutes of debate on the comment.
 - a. If no one speaks on the comment, the next Public Comment will be brought to the podium.
 - b. Debate on a Public Comment should be constructive and polite. No rude remarks or targeted comments will be tolerated.

Section 3. Public Comments

- 1. All Public Comments must adhere to the Randolph College Honor Code and Student Handbook. Any comments that directly target and intend to harm any set of students will not be tolerated.

Article IX – Amendments

- 1. Amendments to the By-Laws may be proposed to the Student Senate. To become a part of the Constitution, these amendments must be passed by a two-thirds majority of the Student Senate.

2. Upon approval of the amendments the President of Student government shall make the changes for the Student Government Constitution and shall submit them to the Executive Assistant to the Dean of Students